



## STAFF INDUCTION and PROFESSIONAL DEVELOPMENT Policy and Procedures

### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

**Professional staff:** Staff of the ACC who are employed in various administrative, technical and general roles and support and/or provide services or guidance to the academic staff and students of the College.

**Academic staff:** Staff of the ACC who are highly qualified in Chiropractic or related scientific and/or management disciplines and whose primary role is the provision of an excellent learning and teaching environment for ACC's students.

**Induction:** a formal introduction to a new job or position, including relevant policies and procedures of the organisation, the premises, WHS and various other legislative requirements.

**Professional Development Leave (PDL):** A short period of leave during which the staff member concerned is relieved of teaching or administrative duties and responsibilities in order to devote time to further augmenting or refreshing relevant knowledge and/or clinical/ and or managerial and/or practical/technical skills. Applications for PDL are considered annually.

### PURPOSE

The purpose of this policy is to underline ACC's commitment to ensuring that all new staff members are systematically introduced to the College, their role and co-workers and have the knowledge and skills required to meet the needs of their role and the expectations of the College. The ACC is also committed to the building of current staff capabilities, talents and effectiveness through the availability and accessibility of professional development opportunities.

### SCOPE

This policy and corresponding procedures apply to all professional and academic staff members of the ACC.

### POLICY STATEMENT

Commensurate with its commitment to attracting and retaining highly skilled, qualified and experienced staff, the ACC recognises the importance of the role of ongoing professional development for all staff to build their capacity and capabilities in line with the strategic goals of the College. Excellent academic leadership and scholarship is a Key Result Area of the College's 2020-2025 Strategic Plan.

The professional development process starts with the induction, orientation and probation processes associated with the recruitment of new staff to the ACC. This is followed by training, as required, in the application and

utilisation of College systems, policies and procedures. The professional development process continues annually in a Performance Review process (the ACC *Performance Review Policy and Procedure* refers) used to establish future personal and career goals, by providing feedback on performance and identifying development needs for personal career advancement as well as organisational needs.

Importantly, ACC provides resources for both professional and academic staff to undertake development activities to enhance, as relevant, administrative and/or academic and/or clinical and/or research skills and knowledge. Academic staff are required to actively engage in activities which enhance their scholarship in higher education teaching and learning and which maintain the currency of their knowledge and/or skills relevant to the practice of chiropractic.

## PROCEDURES

### 1. Induction

The following procedures outline the induction process required of all staff new to the College as well as existing staff who are commencing a new appointment or role within the College.

#### 1.1. All new staff members are required to:

- Complete onsite General and Work Health and Safety (WHS) inductions with their appointed supervisor within the first week of employment;
- Complete an online induction to Corporate policies, procedures and expectations within 1 month of commencing work at the College;
- For academic staff, complete an online induction to Academic policies, procedures and expectations within 1 month of commencing work at the College;
- Complete an online *Behaviour In the Workplace* Induction within 1 month of commencing work at the College.

#### 1.2. All existing staff members commencing a new appointment are required to ensure the currency of their knowledge and understanding of relevant responsibilities, policies and procedures in relation to their new role by:

- Completing the onsite General and Work Health and Safety (WHS) inductions with their appointed supervisor;
- For academic staff, completing an online induction to Academic policies, procedures and expectations;
- Completing the online induction to Corporate policies, procedures and expectations.

#### 1.3. Continuing staff will be responsible for ensuring their currency with updated induction information and will be required to periodically refresh their knowledge and understanding of relevant responsibilities, facilities, policies and procedures through ongoing online training at two (2) yearly intervals.

### 2. On Site Induction

#### 2.1. Within the first week of commencing employment at ACC, all new staff members will complete the onsite General Induction, at which time the appointed supervisor will ensure the following:

- Introduction of new staff to co-workers and colleagues;
- Allocation of (if necessary) a workspace;
- Ensure working access and password allocation to relevant College systems;
- Tour of College amenities and facilities (restrooms, lunchrooms, gym) etc.;
- Discussion of probation requirements and processes;
- Discussion of performance expectations and duties of the employee and the provision for ongoing development opportunities;
- Handover of a copy of the current Staff Handbook complete with a copy of the Staff Enterprise Agreement and Academic and Corporate Policies and Procedures.

- 2.2. The onsite General induction process will provide an opportunity for supervisors to discuss any other matters the new staff member may wish to raise.
- 2.3. A copy of the onsite General Induction checklist will be completed and signed by both the staff member and the supervisor, acknowledging the completion and understanding of the content discussed. This signed form will then be sent to Human Resources and attached to the employee's file.
- 2.4. In line with the Education Services for Overseas Students (ESOS) framework and Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) new staff, or existing staff who are newly, assigned to roles within the College that deal directly with international/overseas students will be required to complete an ESOS induction.

### **3. Work Health and Safety (WHS) Induction**

- 3.1. Within the first week of employment and at the commencement of each subsequent academic year, all new staff members along with their appointed supervisor are required to complete the Work Health & Safety (WHS) Induction.
- 3.2. The supervisor will be responsible for:
  - Introduction of the new staff member to any WHS representatives and the onsite first aid officer;
  - Identification of the local emergency assembly points and emergency exits;
  - Provision of advice on the processes required for the reporting of injuries or hazards;
  - Discussion of the employee's workstation setup addressing ergonomic concerns and assessment.
- 3.3. The Work Health and Safety Induction may differ depending on assigned responsibilities under their employment, in accordance with the requirements detailed in the College's *Health and Safety Policy and Procedure*.
- 3.4. Time will be allocated during the WHS Induction to allow for the opportunity to discuss any other matters the new staff member may have.
- 3.5. A copy of the WHS Induction checklist will be completed and signed by both the staff member and the supervisor, acknowledging the completion and understanding of the content discussed. This signed form will then be sent to Human Resources and attached to the employee's file.

### **4. Behaviour in the Workplace**

- 4.1. All new staff will be required to complete an online *Behaviour in the Workplace* Induction. This training will provide the information on preventing and managing workplace bullying, discrimination and harassment. The training will also provide an outline of the College's expectations with regard to these matters.
- 4.2. Supervisors will be responsible to ensure that all new staff members have completed this training.
- 4.3. Human Resources will maintain records of staff who have completed online *Behaviour in the Workplace* training.
- 4.4. More information regarding policy and procedures for ensuring appropriate staff behaviour in the workplace can be found in the College's *Code of Conduct* and *Equity Policy*.

### **5. Professional Development**

The ACC actively encourages and promotes professional development of all staff in order to provide development of skills and abilities to support personal career and College strategic planning goals. Excellent scholarly endeavor is a Result Area of the ACC's Strategic Plan. In particular, ACC encourages all staff, and particularly academic staff, to enhance their teaching and learning, clinical and research and skills and knowledge, and to engage in professional development activities that contribute to the scholarship of teaching and learning.

Accordingly, the College will invest in their staff so that they are continually recognised and benchmarked for their display of the highest calibre of professionalism and academic excellence.

In order to achieve this the ACC will:

- Actively encourage academic staff to engage in the scholarship of teaching and learning;
- Engage in annual succession planning to determine, for each staff member, career development pathways needed to reach identified goals;
- Support staff involvement in professional bodies;
- Identify and manage staff who demonstrate the willingness or potential to progress to managerial or leadership roles;
- Support staff to gain international teaching, research and/or work experience;
- Build staff awareness of local communities and indigenous cultures, thereby developing a College wide understanding of intercultural diversity and creating pathways for staff to engage with and better understand language and cultural differences.

## **6. Identification of Development Need**

- 6.1. Consideration of the specific career development needs of staff is to be undertaken primarily but not only during annual performance reviews. Such consideration will take into account the personal goals and aspirations of the staff member as well as the College's overall strategic priorities.
- 6.2. Identification of development needs may become apparent through, but are not limited to the following:
  - The completion of any required probationary periods;
  - Routine annual performance review;
  - Promotion or transition to a new role;
  - Analysis of group training needs.

## **7. Approval**

- 7.1. All staff are eligible to participate in professional development activities and the College has the responsibility to ensure that a fair, transparent and equitable process is followed when considering professional development applications for approval.
- 7.2. Granting of approval will take into account the following:
  - Demonstration of the relevance of the development activity to the staff member's current or proposed future role and responsibilities, and College expectations of that role and responsibilities;
  - The development goals and targets for the staff member as identified in annual performance reviews;
  - Alignment of the anticipated outcomes of the staff development activity with the College's strategic and Critical path, including the development of leadership and managerial roles;
  - Anticipation of a reasonable return on investment (i.e. the potential value to the College of its support for the staff member's development activities);
  - The extent to which staff knowledge and or skills to be obtained will be transferable into the workplace and bring benefit to the staff member's performance in their current and/or future role and discharge of their responsibilities;
  - The feasibility of funding and leave in relation to Staffing and Financial Delegation considerations.

## **8. Resourcing**

- 8.1. Consideration of resources available at the time of the staff development application will also be taken into consideration during the approval process.
- 8.2. Resource impacts to be considered include:
- Time involved in Study leave and/or Conference/Workshop Attendance and/or Research Leave and/or PhD Completion;
  - Funding availability. All applications for funding are discretionary and considered on a case-by-case basis in relation to the factors detailed under 7.2 above and the value to be gained for advancement of the individual's career and the College's development.
- 8.3. Granting of Professional Development leave will be considered in the context of all other approved leave.
- 8.4. The ACC will make provision in its annual budget for the allocation of funds toward professional development. Where possible, ACC aims to provide a professional development fund of \$2000 per FTE professional and academic staff at ACC. In the event of budget constraints due to exceptional circumstances, development opportunities may need to be prioritised and this level of commitment may need to be varied.
- 8.5. The decision to provide financial support will take into account the assessment of the staff member's supervisor and that of the senior manager with delegated authority for the funding commitment.

## REVIEW

The ACC's *Staff induction and Professional Development Policy and Procedure* is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

## VERSION CONTROL

<b>Document:</b> H004 Staff Induction and Professional Development Policy and Procedures		
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