

STAFF PROFESSIONAL DEVELOPMENT PROCEDURE

SCOPE

This procedure applies to all academic, professional, and trades and services staff at Australian campuses, herein collectively referred to as 'you'. Sessional, casual and any staff on unpaid leave are not eligible to apply for postgraduate study support or executive education.

For attendances at conferences and/or fieldwork refer to the Conferences and Fieldwork procedure.

For the purposes of this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

The University ('us', 'our' or 'we') is committed to providing staff with education and training opportunities that enable continuous learning which supports both your career development and contributes to our endeavour of excellence.

This procedure outlines the training and education support offered by us.

CONTENTS

1. INTRODUCTORY INFORMATION	2
Identifying opportunities	2
Study leave	2
2. PROFESSIONAL DEVELOPMENT	3
Internal opportunities - myDevelopment	3
Internal opportunities - customised learning solutions	3
External opportunities - courses offered by external organisations.....	3
3. EDUCATION: POSTGRADUATE EDUCATION SUPPORT	4
Eligibility	4
Financial assistance.....	4
Conditions of study support	4
Application process	4
4. EDUCATION: SPECIALIST EXECUTIVE EDUCATION	5
Eligibility	5
Conditions of Specialist Executive Education	5
Application Process	6
5. SUMMARY DELEGATIONS TABLE	6
6. BREACH OF PROCEDURE	6
DEFINITIONS	7
GOVERNANCE	8

1. Introductory Information

- 1.1 In accordance with the Professional Development Process for [professional](#) and [academic](#) staff, we are committed to supporting you to reach your career potential through the provision of professional development and education opportunities that support both your career development and contributes to our endeavour of excellence.
- **Professional development** relates to short-term programs and activities that help you to gain and develop specific skills or knowledge required to improve performance in your current and future roles.
 - **Education** opportunities are studies undertaken at recognised institutions. Such studies will be of benefit to both to you and to us and will focus on your growth and future performance.
 - *Postgraduate Education Support*: for eligible staff to undertake relevant postgraduate study. Support may take the form of financial assistance, leave provisions or a combination of both.
 - *Specialist Executive Education*: programs or courses for staff in senior leadership or executive positions.

Identifying opportunities

- 1.2 If you are seeking a benefit from us e.g. financial or time away from work, attendance at any professional development or education opportunity is subject to approval by the relevant delegated authority before you enrol.
- 1.3 You should reflect on your personal and career goals, interests, preferences and strengths to identify and understand your knowledge/skill gaps, areas for improvements and opportunities that would align with your current and desired role. You should also consider any probationary requirements that may be relevant to your continued employment with us.
- 1.4 Explore and identify professional development and/or education opportunities that will build your knowledge and capability. Monash HR, [Talent, Equity and Development](#) website provides an overview of professional development, and you should refer to the [Study at Monash](#) website for education opportunities.
- 1.5 As part of your annual myPlan discussions, discuss your career development plans with your supervisor, including relevant professional learning and/or education offerings. You should record all professional learning and/or education in your myPlan.
- 1.6 In considering professional learning or education opportunities, your supervisor will need to take into account the capability requirements of the work unit, budgetary and resource constraints, requested study leave and your current performance. They will also consider applicable policies relating to equal opportunity and equity and diversity.

Study leave

- 1.7 Study leave is used to attend timetabled classes and exams (or other similar attendance requirements). It is not to be used for general study time including preparation for exams.
- 1.8 In accordance with our Enterprise Agreement, professional fixed-term and continuing staff employed on a 0.5 FTE or more are entitled to 4 hours per week of paid study leave when undertaking an approved course of study (graduate or undergraduate) provided it relates to development in your current role and is reflected in your performance plan.
- 1.9 Time may be taken in an accumulated form of larger blocks of time provided that this is agreed with your performance supervisor and approved by the Head of the Unit and Dean, Executive Director or delegate in accordance with the requirements of this procedure.
- 1.10 You should submit study leave through ESS as required. Your supervisor will consider your request as a delegate of the Head of Unit and Dean or Executive Director.

Example

1. A staff member has enrolled in an intensive subject delivered in a one week block. With approval, they accumulate their study leave from semester one to attend the subject.
2. A staff member has a class that commences at 4pm. Approved study leave is used to leave work to attend the class.
3. A staff member has an exam scheduled for 3 hours on a working day commencing at 9am. They use approved study leave to attend the exam.

2. Professional development

- 2.1 Professional development helps you to obtain and develop skills or knowledge required to undertake current and future roles. Activities can be internal or external as follows (but not limited to):

Opportunity	Example
Internal opportunities	<ul style="list-style-type: none">• acting at a higher level for a period of time• coaching and mentoring• a secondment• outside studies programme (academic staff)• courses offered through myDevelopment or online
External opportunities	<ul style="list-style-type: none">• short courses, workshops or seminars offered by an external company• career development awards and fellowships• membership of committees, working parties or taskforces• professional networks and associations

Internal opportunities - myDevelopment

- 2.2 Monash HR provides a range of face-to-face and online short courses, workshops, programs and services through [myDevelopment](#).
- 2.3 Following discussions with your supervisor, register for the approved course(s) via [myDevelopment](#). The course fee will normally be charged to your SAP cost centre and fund. If the course is fully subscribed, you will be placed on a waiting list and notified when a place becomes available.
- 2.4 Following your registration, you must notify Monash HR as soon as possible if you are unable to attend. Refunds will only be given if you provide notice at least one week prior to course commencement and we are able to replace you with another staff member. Alternatively, you may be transferred to the next available course.

Internal opportunities - customised learning solutions

- 2.5 At the request of a Supervisor or Head of Unit, Monash HR, Talent, Equity and Development can arrange a customised learning solution (on a fee for service basis) for an entire work group to address an identified learning need.
- 2.6 Please contact Monash HR, Talent Equity and Development for further information including discussing potential learning solutions and associated fees and charges.

External opportunities - courses offered by external organisations

- 2.7 The relevant delegated authority within your organisational unit must approve your attendance at external courses. Additional written approval by the Chief Human Resources Officer (or delegate) will be required where fees and associated travel expenses for the course, workshop or program and associated travel expenses are in excess of \$6,000 per annum.
- 2.8 Where a professional learning opportunity (such as a short course, workshop or seminar) is not offered by us, however is offered by an external organisation, you should discuss the course details and your attendance with your supervisor. Specifically;
- program details (name, objectives, institution, dates, time commitment);
 - total days absent from workplace, inclusive of travel and program attendance;
 - program fees and estimate of any associated travel costs;
 - summary of how the program will address the identified development need; and
 - expected outcomes of attending the program and the contributions it will likely have to your performance in your current role;

Note: This does not include postgraduate education; refer to section 3.

- 2.9 Once you have approval to attend, you should register for the course. The attendance fee should be paid for using a corporate credit card or alternatively you should contact your purchasing services team to determine the most suitable payment method.
- 2.10 Further information regarding booking travel is available in the relevant [Travel procedure](#) and the [Monash Travel](#) webpage.

3. Education: Postgraduate Education Support

3.1 We offer assistance with postgraduate course fees and/or reimbursement of other study-related expenses along with study leave for eligible staff undertaking approved study courses ("study support").

Eligibility

3.2 You are eligible to apply for study support if you are:

- full-time or part-time, continuing or fixed-term staff; and
- have completed a minimum of one year's continuous service; and
- are meeting performance expectations; and
- are undertaking a full fee paying graduate or postgraduate course (excluding doctoral) that is relevant and beneficial to your current and future careers;

3.3 With approval from the Dean/Executive Director or equivalent, eligibility for reimbursement of fees includes staff on parental leave or long service leave where the commencement of the study course was prior to the start of the leave commencing.

Financial assistance

3.4 You may apply for financial assistance of up to \$6,000 per annum. The amount includes course fees, student amenities fees and other agreed study expenses, as per below:

	Approved Courses at Monash University	Approved Courses at External Institutions
Course fees and Student amenities fees	Direct payment by fees unit	Reimbursed upon successful completion of subjects*
Other related study expenses	Reimbursed upon successful completion of subjects*	

*proof of successful completion of the subject(s) and relevant invoices to the claim(s) must be provided.

3.5 Any financial assistance is subject to approval from your supervisor and the Head of Unit.

3.6 Additional approval of the Chief Human Resources Officer will be required in the exceptional circumstance where the Dean, Executive Director or delegate endorses:

- financial assistance in excess of our current maximum commitment (\$6,000p.a); and/or
- study support for courses at an international institution.

Conditions of study support

3.7 You should discuss your study plans with your performance supervisor at the beginning of the year during the performance planning discussion. The agreement on staff study support can be for the duration of the year, or made on a semester-by-semester basis.

3.8 If we provide financial assistance towards course fees at the University, and you do not pass a subject(s), you will be required to pay the cost of repeating the subject(s). If you do not re-enrol in the subject, you will be required to reimburse us for the amount paid by us towards the cost of the course.

3.9 Where the approved course is at an external institution and you do not pass a subject(s), you will not be entitled to claim reimbursement for the cost of that subject(s).

3.10 You must remain employed by the University for at least one year of continuous service after the completion of any subjects, which form part of the approved study course.

3.11 Where you depart the University without discharging the required commitment, you will normally be required to repay the amount of fees paid by us for the current and previous year. If your employment ceases due to the expiry of your contract or we terminate your employment (other than on the grounds of unsatisfactory performance and/or misconduct), the condition of discharging your commitment to us will not apply.

Application process

3.12 You will apply for the study course as agreed with your performance supervisor. Applications are subject to the regular entry requirements and a full fee place being available. You should ensure that you understand that we have not made a financial commitment.

- 3.13 You must complete the [Study Support Application Form](#) to apply for:
- postgraduate course fees and/or reimbursement of other study-related expenses; and
 - study leave
- 3.14 Your performance supervisor will review the form and, in consultation with you, will finalise the application.
- 3.15 Your Study Support Application Form will require consideration and approval by:
- Head of Unit;
 - Dean or Executive Director; and
 - The Chief Human Resources Officer where the application includes exceptional circumstances as listed in 3.6 above.
- 3.16 If approved, your application will be forwarded for processing to Monash HR.
- 3.17 If amended, your application will be returned to the Head of Unit for discussion with your performance supervisor.
- 3.18 If rejected, the Dean, Executive Director or delegate will provide the necessary information giving grounds for the rejection to the Head of Unit for communication to you and your performance supervisor.
- 3.19 For courses at Monash University where financial assistance for fees has been approved, Monash HR will record the relevant cost centre and fund details on the approved form and email a copy of the form to the Fees Unit. The Fees Unit will assign the approved fees to the faculty or division.
- 3.20 Following approval of your study support request, you will enrol in the approved study course.
- If the approved study course is at the University, you will enrol via WES and the amount approved for payment will be assigned by the Fees Unit to your faculty/division cost centre and fund (and sent to the Head of Unit for approval). The remainder of the fees will be invoiced to you for payment.
 - If the approved study course is external to the University, you will pay the course fees (subject to the normal rules relating to the payment of fees) and seek reimbursement upon successful completion of the subject(s).
- 3.21 Where your request includes study leave to attend postgraduate education, you will need to submit requests for study leave via ESS as per “study leave” above.
- 3.22 Your performance supervisor will monitor and review your progress and achievements during the course of the studies (as necessary) and at each performance review meeting.

4. Education: Specialist Executive Education

- 4.1 Executive education refers to specialist courses or programs for staff working in senior leadership and executive roles who are identified as existing or emerging leaders or talent.
- 4.2 You must first explore courses or programs run by us prior to seeking an alternative course or program at a domestic or international institution. Programs may be short term or long-term. For example, executive programs offered by business schools over 2-6 days or part-time study offered over 12 months.

Eligibility

- 4.3 To be eligible to be considered for executive education programs you must;
- be a full-time or part-time continuing or fixed term professional or academic staff member; and
 - normally at HEW level 10 and above or Level E and above; and
 - have completed a minimum of 12 months service with us; and
 - are meeting performance expectations.
- 4.4 In addition, the course or program must provide benefit to you by supporting your development needs, be of relevant to your current role and benefit the University.

Conditions of Specialist Executive Education

- 4.5 You must remain employed by the University for at least one year of continuous service after the completion of a specialist executive program.
- 4.6 Where you depart the University without discharging the required commitment, you may be required to repay the amount of fees paid by us towards the program. If your employment ceases due to the expiry of your contract or we terminate your employment (other than on the grounds of unsatisfactory performance and/or misconduct), the condition of discharging your commitment to us will not apply.

Application Process

- 4.7 Discuss your development needs with your supervisor. Where attendance at an executive education program is supported by your supervisor, you should submit a written request to your Dean or Executive Director for endorsement. Senior Executives should seek approval from the relevant Leadership Executive, i.e. Provost and Senior Vice-President or President and Vice-Chancellor.
- 4.8 The request should include:
- program details (name, objectives, institution, dates, time commitment);
 - total days absent from workplace, inclusive of travel, program attendance;
 - any proposed annual leave to be taken (consider FBT implications);
 - program fees and estimate of any associated travel costs;
 - summary of how the program will address the identified development need;
 - expected outcomes of attending the program and the contributions it will likely have to your performance in your current role; and
 - a statement from your supervisor indicating their support.
- 4.9 Applications for executive education at international institutions must also include the total course fees, estimated travel costs, accommodation and the estimated days you will be away from work. Further information regarding booking travel is available in the relevant [Travel procedure](#) and the [Monash Travel](#) webpage.
- 4.10 If your application is endorsed by the Dean or Executive Director it will then be considered for approval by the by the Chief Human Resources Officer.
- 4.11 If your application is approved by the Chief Human Resources Officer, you may apply for the program directly with the institution. You may seek assistance with the application from a member of the Monash HR, Talent, Equity and Diversity Team.
- 4.12 If a request is not approved by the Chief Human Resources Officer, the Dean or Executive director will be notified, who will communicate the outcome with you. The relevant HR Business Partner will consult your supervisor directly to identify suitable alternative opportunities if appropriate.
- 4.13 Following completion of the course or program, we will record your attendance in myDevelopment.
- 4.14 Your performance supervisor will review your progress and achievements during the program and at each performance review meeting.

5. Summary delegations table

Opportunity	Endorse	Approve
Study leave	Supervisor	<ul style="list-style-type: none"> • Head of Unit; and • Dean or Executive Director
Internal professional development		Supervisor
External professional development	Supervisor	<ul style="list-style-type: none"> • Head of Unit; and • Chief Human Resources Officer (if total fees exceed \$6000 in a calendar year)
Postgraduate education support (“Study Support”)	<ul style="list-style-type: none"> • Supervisor; and • Head of Unit 	<ul style="list-style-type: none"> • Dean or Executive Director; and • Chief Human Resources Officer (if total fees exceed \$6000 in a calendar year)
Executive education	Dean or Executive Director	Chief Human Resources Officer

6. Breach of procedure

- 6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Approved study course	<p>Includes all full-fee paying graduate or postgraduate studies offered by the University and which meet the FBT exemption criteria for self-education. Other types of study that may be accepted include graduate or post graduate studies at institutions other than the University where the course is not offered by the University or where the staff member has been unable to obtain a place in the same or similar course at the University.</p> <p>Studies at other institutions must meet criteria for relevance and benefit to the staff member's role and future related career at the University. Courses at other education institutions that may be considered include those at graduate and postgraduate level (but not normally doctoral courses).</p> <p>Undergraduate courses are not considered approved study courses.</p>
Concur	The University's online expense management system. It is used for reimbursements and corporate credit card reconciliations.
Continuing staff	Staff of the University engaged in full-time or fractional employment other than fixed-term, sessional or casual employment.
Employee Self Service (ESS)	The online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.
Enterprise Agreement	<p>The relevant Enterprise Agreement that applies to a particular staff member. Clauses relating to this procedure are:</p> <p>Monash University Enterprise Agreement (Academic & Professional Staff) 2019</p> <ul style="list-style-type: none"> • Clause 44 - Other Leave • Clause 71 - Performance Development <p>Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 25 - Performance Enhancement • Clause 57 - Training <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • Clause 26 - Performance Enhancement • Clause 48 - Training
Fixed-term staff	Staff of the University engaged in fixed-term employment as defined under clause 16.4 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019, clause 18.1 of the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009, and clause 18.1 of the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005.
Fringe benefits tax (FBT) exemption	FBT is a tax levied by the federal government on an employer that is designed to tax many of those benefits that a staff member receives outside their normal taxable income. To avoid FBT requirements the course that an individual seeks to study must be a full fee paying course and not HELP (HECS) funded and be related to the individual's employment and related career. Fringe benefits tax: a guide for employers
HELP (and HECS)	A loan available to eligible students enrolled in Commonwealth supported places. A HECS-HELP loan covers all or part of the student contribution amount and is subject to Fringe Benefits Tax. The University will not provide reimbursement of HECS and HELP payments and debt.
Other study related expenses and benefits	Include text books and other study materials that may be reimbursed at the discretion of the Head of Unit. Staff are required to pay for these expenses and seek reimbursement at the end of the semester upon presentation of successful completion of subject(s) and a tax compliant receipt, evidencing payment of the expenses. Staff will not be reimbursed for computers, notebooks, stationery and any travel expenses (excluding study abroad) associated with undertaking the course of study.
Performance development process	<p>A planning and review cycle that supports staff to develop their performance, reach their full career potential and to achieve their work goals. The process has three design principles:</p> <ul style="list-style-type: none"> • growth, where every staff member has opportunities to develop through personal and professional activities;

	<ul style="list-style-type: none"> • feedback, where every staff member has regular, meaningful performance conversations with their supervisor and engages in a process of giving and receiving feedback; and <p>accountability, where every staff member has clearly identifiable and documented performance development plans and is aware of their contribution toward faculty, campus and University goals.</p>
Professional Learning Opportunities	Are short-term programs and activities that help you to gain and develop specific skills or knowledge required to improve performance in your current and future roles.
Study leave	Leave that is provided by the University to staff for the purpose of attending approved courses of study and related examinations.
Specialist Executive Education	Specialist executive education refers to specialist courses or programs for staff working in managerial and executive roles who are identified as existing or emerging leaders or talent.
WES (Web Enrolment System)	The University's online student enrolment system.

GOVERNANCE

Parent policy	Probation, performance and promotion
Associated procedures	<ul style="list-style-type: none"> • Conferences and Fieldwork • Performance Development Process: Academic Staff • Performance Development Process: Professional Staff <p>Procedure forms</p> <ul style="list-style-type: none"> • Study Support Application Form
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020
Endorsement	Director, Workplace Relations - 12 February 2020
Procedure owner	Director, Talent, Equity & Development
Date effective	12 February 2020
Review date	30 August 2020
Version	2.1 (amendments approved 21 April 2020)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400