

COMMUNITY CENTRE		 Wingate Avenue Community Centre
Professional Development Policy and Procedure		
Version: 3	Approved: September 2024	
Administered: General Manager	Next Review: September 2027	

Policy Statement

The Policy and Procedures provides the framework and guide for promoting work satisfaction and professional development amongst staff (including Committee of Management members) to ensure currency of skills and knowledge in the provision of delivering services in their area of expertise.

It also seeks to encourage and support employees in their professional career development, as part of their employment within the organisation.

Scope

This Policy and Procedure applies to all employees and Committee of Management members.

Principles

Wingate Ave CC is committed to the ongoing professional development of employees and volunteers:

1. Wingate Ave CC seeks to support the continuous development of staff skills and expertise, to foster excellence in the centre and increase job satisfaction.
2. Opportunities for professional development and training will be monitored and shared with staff, so they can opt into PD opportunities that suit them.
3. Wingate Ave CC encourages the sharing and dissemination of new and updated information related to services, programs and activities available at the centre.
4. Wingate Ave CC encourages staff to explore opportunities for PD themselves, and participate in relevant professional associations, conferences and networking events that enhance their skills, knowledge and understanding of best practice.
5. Wingate Ave CC acknowledges the financial constraints that community centres face in having sufficient funds available for PD, however, it seeks to find ways to provide excellent PD opportunities for its team.

Procedures

	What	When	Who
1	Budget Allocation <ul style="list-style-type: none"> Each year, professional development budget will be considered when budgets are set for the next financial year. 	April	General Manager
2	Sharing and Dissemination <ul style="list-style-type: none"> Team Leads (and any other team member) will register with peak bodies and other stakeholders to keep informed of PD opportunities. PD opportunities will be circulated with relevant teams via email, team meetings, and one-to-one conversations. Individuals may identify their own PD opportunities. Opportunities for internal PD will be identified and taken up when appropriate. 	Ongoing	All
3	Guidelines on Deciding (or Approving) of PD activities: <ul style="list-style-type: none"> Relevance to current responsibilities and future responsibilities or assignments. 	As needed	All

PD Policy and Procedure

	What	When	Who
	<ul style="list-style-type: none"> • Relevance to services, programs and activities the community need and want. • Relevance to strategic direction and development of the organisation. • Impact on the workload of the individual and team. • Budget constraints. 		
4	<p>Record of Professional Development</p> <ul style="list-style-type: none"> • Any certificates of participation or qualifications will be maintained on individual personnel files. • In addition to this, accredited trainers and assessors will have PD recorded on their annual Skills Matrix form. 	As required	GM

Related Documents

Internal	Continuous Improvement Policy
	Quality Assurance Procedure
	Records Management Policy & Procedure
	Staff Handbook
	Teacher Qualification Policy

Superceded Versions

Professional Development Policy and Procedure	Version 3	September 2024
Professional Development Policy and Procedure	Version 3	September 2024
Professional Development and Training Policy	Version 2	March 2017
Professional Development and Training Policy	Version 1.4	May 2014

Approved by: 

General Manager
by Delegation of Authority