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# Professional Development Procedure

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Created by	HR & Operations Manager	Created on	23 September 2024
Responsible person	HR & Operations Manager	Scheduled review date	22 September 2027

NECOM acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward, and recognition, and is critical to the achievement of the organisation's mission and continuous improvement in the quality of its programs and services.

## Purpose

The purpose of this procedure is to balance the needs of staff professional development and the needs of the organisation.

The procedure provides administrative guidelines to facilitate fairness and equity in the application of professional development requests and approvals.

## Scope

This policy applies to NECOM staff whether permanent, casual or contractor.

## Professional Development

Professional development programs include position specific and non-position specific training that satisfy the guidelines outlined here. It is the responsibility of the staff member to make a request for professional development and the CEO to authorise, if it meets the organisation's guidelines.

Staff members are able to apply for Professional Development once they have been engaged with NECOM for 2 years or longer. Should there be a request for Professional Development prior to a 2 year period occurring this may be approved, however, with an understanding that any costs will need to be repaid to NECOM should the staff member not fulfill 2 years with the organisation. Unless otherwise negotiated, individual professional development allocations must be used within the nominated year. Staff are required to submit a brief report on the outcomes of their particular program, once they have concluded the program.

The monetary amount provided per staff member tends to be \$600 per year.

## Requests for Professional Development

Employees shall be encouraged as part of the development planning process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for professional development shall be considered by the HR & Operations Manager and CEO subject to;

- the overall training needs and priorities of the organisation;
- the training being specific, measurable, achievable, relevant and timely
- the cost and time requirement of requested training
- the impact on business continuity and;
- equity in the provision between employees.

## **Examples of Professional Development**

Examples of Professional Development include, but are not limited to the following:

### **Position-specific Professional Development examples**

Professional Activity (outside of position):

- Performances
- Conducting
- Tutoring at music camps
- AMEB examining

Participation in Professional Organisations:

- ABODA
- ANATS
- ASME
- AUSTA

Pedagogical (i.e. teaching):

- Observation of lessons / masterclasses / rehearsals
- Workshops
- Conferences
- Mentoring

Skills Development (i.e. development as a musician)

- Conducting
- Arranging
- Lessons (for junior teachers)
- HSC Composition
- Administrative development (admin staff)

### **Non-position-specific Professional Development examples:**

- Annual Child Protection training
- First Aid / CPR / Fire Warden
- Leadership / Time management / Dealing with Conflict / DISC profiling workshops

## **Process for application**

Staff members wishing to apply for Professional Development are required to complete a Professional Development application form, and attach evidence of the course details, including full financial cost and location.

## **Responsibilities**

It is the responsibility of the CEO to authorise an appropriate expenditure budget to facilitate appropriate professional development opportunities for staff.

## **Procedure version and revision information**

Procedure Authorised by:

Title: