

# **STAFF DEVELOPMENT Policy**

## **Objective**

The Australian Alpine Training Institute has a policy of ongoing development of its staff; we encourage and provide relevant opportunities for professional development and monitoring of their performance.

## **Scope**

All Australian Alpine Training Institute Operations

## **Procedures**

The target audience is: staff involved in training, assessment, student support or client service.

### **Strategies:**

- Continual training will be facilitated at head office and “on-the-job”
- Areas of training and development will be related to the specific areas that the staff member works
- The Australian Alpine Training Institute will initiate regular input and feedback from clients/customers in relation to client assessments/training being conducted.
- Mentoring activities to further develop and extend current skills
- Initiate a Peer Review process involving assessors observing (where applicable with client agreement) each other assessing/training in the workplace
- The Australian Alpine Training Institute will ensure that the gathering and dissemination of reports are in compliance with Training Package requirements and AQTF 2010 Standards
- Staff will be involved in Team Meetings and committees (where applicable)
- Training & Assessing staff will have a voice at Management Meetings, to ensure that senior management is informed by the experiences of its trainers and assessors

- Presentation Skills Workshops, if required or desired
- Where The Australian Alpine Training Institute contracts numerous consultants in the same delivery field, we actively encourage networking amongst consultants, re: updates/changes in the assessment/delivery procedures of the training packages
- Workshops/seminars i.e. AQTF 2010, ESOS, National Code facilitated by senior staff
- Our Assessment Criteria/Outcomes are reviewed via validation and moderation with industry to ensure effectiveness of concepts and processes
- Staff will attend offsite workshops, seminars or conferences in their field of delivery- this must be of benefit also to the Australian Alpine Training Institute and will be paid for by the Australian Alpine Training Institute. A Training Application form (Form STDA) must be filled in for consideration and then approval by CEO
- It is a requirement of employment that training/assessing staff become members of their relevant inducts associations/organisations (Australian Alpine Training Institute will fund up to \$300 per year membership)
- Training/assessing staff will attend a minimum of 40 hours industry participation per year.
- All staff will attend 30 hours professional development per year

### **Outcomes:**

- ◆ Informed and proactive industry assessors/trainers within their training sector/s
- ◆ Other staff in same delivery area share information with a view to improved assessment/training
- ◆ Staff are up to date in their presentation skills
- ◆ Clients are satisfied with the quality and frequency of assessments and training being conducted
- ◆ Less skilled assessors are provided the opportunity to pair with a mentor to further their own relevant skills
- ◆ Trainers/assessors receive structured and specific feedback on the currency of their vocational competencies
- ◆ Information validation processes are developed, managed and modified to ensure consistent quality and accuracy of data (ie matrix assessment report charts)
- ◆ Staff will maintain and expand on their current industry skills directly

relevant to the training/assessment undertaken

- ◆ This continued knowledge and skills development will then disseminate through to students and other staff and stakeholders
- ◆ Improvements are identified and documented for application in future projects
- ◆ Staff will continue to develop their VET knowledge and skills
- ◆ Broadening of professional networks

Associated documents:

Professional development log form PD

Staff development application form STDA

Performance Development Workplan form PDW