



Professional Development Policy

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Purpose and Legislative Background

Each staff at MAEI is required to compile an individual professional development plan. This plan is to be reviewed annually and forms the basis for our distribution of financial support for individual professional development activities. Individual plans are developed in consultation with managers and must be approved by the Academic Manager.

Clause 1.16 of Standards for Registered Training Organisations (RTOs) 2015 requires MAEI to ensure that all its trainers and assessors undertake professional development in fields of knowledge, practice, learning and assessment.

Approval by the CEO does not guarantee financial support for the plan but does ensure that it will be considered when financial support is distributed and will depend on our financial position.

Scope

This policy applies to the trainers, assessors, and other academic staff of MAEI.

Policy

It is a requirement as a Registered Training Organisation to provide for the continued professional development of staff members. Specifically, MAEI academic team is required to apply systems to maintain and develop the professional competence of trainers and assessors and training support personnel. This includes ensuring that staff maintain the currency of their knowledge and skills relevant to the training and assessment being delivered or the role they perform. This requirement has three specified components:

- Continued development of their vocational competence (i.e., trade/industry skills and knowledge).
- Continued development of their training and assessment competence (if applicable to the role); and
- Continued development of their awareness of applicable legislative and enterprise

requirements. To achieve this, MAEI will implement professional development in two strategies:

- Individual professional development, and
- Collective professional development.

This policy aims to:

- Provide support for career advancement, so that we will retain staff who perform well.
- Prepare staff members for possible future responsibilities within MAEI.
- Enhance the standard of performance of all staff members in their current jobs.
- Maintain and increase job satisfaction.
- Improve and develop the ability of staff members to initiate and respond constructively to change.
- Maintain and continuously improve the vocational skills and knowledge of trainers and assessors.
- Provide a procedure for staff to play an active role in their professional development; and
- To ensure trainers and assessors maintain the currency of vocational skills and knowledge.

Support for professional development

The following principles guide the distribution of financial support for individual professional development:

- MAEI has registered with Careers in Care Academy to provide access for college staff to their professional development library
- MAEI will provide Professional Development opportunities for training staff within the college in different administration areas/ leadership and management support.

Collective professional development

Collective professional development includes all professional development activities organised and facilitated by MAEI for the participation of all staff members. Activities that may be included in collective professional development include:

- In house training
- Attendance at workshops and seminars
- Trainers and assessors' moderation
- Induction training
- Focus groups

We will develop a collective professional development schedule that meets our requirements under Standards for Registered Training Organisations and accurately reflects our training tempo and business priorities. The Academic Manager is responsible for the development and implementation of the collective professional development schedule. This schedule is to include an annual training session on the legislative requirements applicable to MAEI operations.

Recording Professional Development

To ensure an accurate record of professional development activities, all staff members are required to submit evidence of their professional development to administration so it can be properly recorded on the Staff Professional Development Register.

Trainer Records Management

It is a requirement as a Registered Training Organisation to retain verified copies of relevant staff records. It is good management to ensure that these records are retained with accuracy and integrity. MAEI is to retain these records in both hard copy and electronic format.

Hard copy records are to be maintained by CEO in a designated file and be stored in accordance with the records retention and reporting policy. Electronic files are to be stored in a structured folder and hyperlinked within the Staff Records. The attachment field may be used to attach and retain commonly used electronic copies of staff records.

The following list defines what documents must be maintained in both hard copy and electronic format:

- Completed staff induction record - signed by a staff member and CEO
- A certified true copy of trainer/assessor qualifications
- A certified true copy of vocational qualifications
- Evidence of equivalent competence if applicable
- Updated Curriculum Vitae or Resume detailing the professional history
- Employment contract / Service Agreement, signed by a staff member and CEO
- National Police Check (if applicable)
- Evidence of recent professional development
- Individual professional development plan
- USI Record

Management Action & Responsibility

This policy and procedure must be approved by the CEO prior to implementation.

Policy development	Compliance Manager
Policy implementation	Staff (teaching and non-teaching)
Policy monitoring	Compliance Manager & staff
Approval	CEO

Version History:

v1.0	Initial development
V2.0	Include Management Action & Responsibility
Policy monitoring	Compliance Manager & staff
Approval	CEO

Next review date: July 2025