

**MCT5**

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Learning and Development Policy

Policy overview

We recognise that an important part of valuing our staff is to ensure that we encourage and support staff development that enhances the skills of the individual staff member, and contributes to the quality of education and care for the children.

We seek to develop a learning community within K1 Payroll Pty Ltd and will provide opportunities for ongoing professional learning and development through formal courses and informal professional engagement.

What do I need to do?

You need to read the policy carefully. You will receive some education on the policy and how it is implemented during your time here at K1 Payroll Pty Ltd.

Policy and further information

To the extent that the contents of the Learning and Development Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy.

Learning and Development Policy

Purpose and scope

It is an expectation of your employment with us that you will undertake all relevant training and development required to maintain your current knowledge, develop as the professional knowledge requirements of K1 Payroll Pty Ltd grow and to maintain any professional registration that you hold.

Further, as an employee, you are encouraged to identify relevant learning opportunities in conjunction with your Manager during the regular performance review process.

Your Manager is responsible for ensuring that identified professional development opportunities are relevant to your role and the needs of K1 Payroll Pty Ltd.

This policy outlines the financial and non-financial assistance that we may provide to eligible employees in pursuit of professional development opportunities.

Identification of learning needs

The identification of learning needs will be done through the staff member's regular performance review and supervision discussions with their Manager. Learning needs will come from discussions about talents and skills, interests, career aspirations and gaps in knowledge or skills.

Service provided training

K1 Payroll Pty Ltd will offer 'in-house' training and short courses from time to time. These opportunities will be categorised as mandatory or recommended. You must complete all mandatory courses, unless you receive exemption from your Manager.

Conferences and seminars

Professional bodies, industry groups and other organisations regularly conduct conferences and seminars which offer benefit to education and care service staff.

From time to time we will sponsor employees to attend such events which are relevant to their role. If you are interested in attending such an event and having it supported by K1 Payroll Pty Ltd you should speak to your Manager.

Whether K1 Payroll Pty Ltd will pay is at the discretion of Manager. The decision will be made after considering the relevance to your role, cost and impacts in K1 Payroll Pty Ltd and whether there is a budget allocation available.

Further education related to requirements for the role

The Education and Care Services National Law and Regulations require certain roles to have staff with the qualification or actively working toward that qualification.

Should you be working toward the qualification, as your employer, the Manager is required to meet and discuss with you the progress you are making and may request to see copies of academic transcripts that give details of your progress.

As this is a regulatory requirement, it may be that your Manager requires a report of progress on a regular basis, failure to provide those reports or failure to make active progress may impact on your ability to retain your enrolment or remain employed at K1 Payroll Pty Ltd. Should you have difficulty with making progress, discuss your issues with your Manager at the earliest opportunity to assess if K1 Payroll Pty Ltd can offer any support.

Many courses that relate to the roles in an education and care service require external or internal practicum placements. Should your course require this, please see your Manager at the earliest opportunity. Ideally 3 months' notice is requested to assist with budgeting and planning, however a minimum 4 weeks will be required. Outside this period K1 Payroll Pty Ltd cannot guarantee leave for the placement.

Approvals

Staff applying for an external learning and development activity, must seek approval from their Manager.

Staff who are unable to attend an external learning and development activity they have enrolled in,

must ensure they either cancel and seek reimbursement or arrange with their manager for someone to take their place.

Recovery of financial assistance

Staff who obtain financial assistance for non-mandated further study that they have opted for, will be required to reimburse K1 Payroll Pty Ltd if they resign within 12 months of completing the course.

The amount of financial assistance required to be reimbursed to K1 Payroll Pty Ltd will be deducted from the employee's final pay.

Further education not related to requirements for the role

If you are interested in attending further education and obtaining leave and financial contribution to fees from K1 Payroll Pty Ltd you should speak to your Manager who will review each request on a case by case basis.