

Date Adopted July 2001
Date Reviewed-current as at February 2009
To be Reviewed February 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



DIRECTIVE TITLE STAFF TRAINING DIRECTIVE

DIRECTIVE NUMBER DIR/STAFF114

PURPOSE

Swan Hill Rural City Council is committed to the training and development of all employees to improve productivity and efficiency, to ensure competitiveness, to achieve corporate objectives to improve service delivery to residents and visitors and to provide enhanced career opportunities, job satisfaction and job security for all staff.

Staff training facilitates and encourages the development of highly skilled, motivated and adaptable employees who are able to meet the changing expectations and demands of the community.

Accordingly, Council will provide financial and other assistance to employees undertaking training according to policy and Enterprise Agreement conditions.

APPLICATION

This directive applies to all employees of Swan Hill Rural City Council.

DIRECTIVE

To ensure employee access to relevant, quality training and maintenance of suitable recording methods Council's Training Procedure – PRO/STAFF114D shall be followed.

RELATED DIRECTIVE/POLICY

Prevention and Settlement of Disputes Directive – DIR/STAFF108
Equal Opportunity Directive – DIR/STAFF 105

RELATED LEGISLATION

Victorian Charter of Human Rights and Responsibilities Act 2006

Signed: _____ **CEO** **Date:** _____

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PROCEDURE TITLE STAFF TRAINING

PROCEDURE NUMBER PRO/STAFF114D

ENABLING POLICY/DIRECTIVE

STAFF TRAINING DIRECTIVE – DIR/STAFF114

ENABLING LEGISLATION

PURPOSE

The purpose of this procedure is to provide guidelines to ensure adherence to Council's commitment to the training and development of all employees to improve productivity and efficiency, to ensure competitiveness, to achieve corporate objectives, to improve service delivery to residents and visitors and to provide enhanced career opportunities, job satisfaction and job security for all staff.

APPLICATION

This procedure applies to all employees of Swan Hill Rural City Council.

PROCEDURE

- Organisational Training Program to be developed by Human Resources in consultation with Executive Management prior to staff reviews. Program to focus on "generic" training that can be accessed by majority of employees.
- Supervisor to identify employee training requirements during staff review, which includes referring to Organisational Training being offered in ensuing twelve months.
- Human Resources to finalise Organisational Training Program following staff reviews based on identified skill requirements within Council.
- Supervisors to receive final Organisational Training Program and individual training plan for those staff who have training requirements outside of Organisational Training.
- If numbers permit, additional positions may be made available to other staff within the Organisational Training.
- Employee to obtain approval from Supervisor prior to being accepted into any Organisational Training which is not identified during their Staff Review.
- Information on available training courses to be distributed on a regular basis by Human Resources and Information Program.

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- Human Resources to assist Supervisors in identifying suitable courses for program specific training. Supervisor shall be responsible for arranging program specific training.
- Employee to complete Training Notification Form and forward to Human Resources upon completion of all training courses.
- Training Notification Form data to be inputted into training database by Human Resources and internal training certificates issued to staff where required. Form then to be forwarded to Information Staff for entry onto employee personnel file.

TRAINING ASSISTANCE (STUDY)

In recognition of the importance of training for both staff and the organisation, Council will provide study leave and access to part funding for approved private study that is relevant to the needs of Council.

Where an employee is undertaking a course which is **approved** as part of their professional development and is identified in the Career Objectives / Path area of their Staff Review, the following Training Assistance shall be offered:

Short Course (Program Specific Training)

Where a short course, aimed at increasing skills and knowledge, career advancement or recognised personal development is identified all relevant fees will be paid and time off with pay to attend will be provided.

Part-Time Study – Relevant and Approved

Where an employee is completing part-time study in a **relevant and approved** degree/diploma (or similar) course the following conditions shall apply:

- Provision of support for relevant and approved study requires approval by the relevant Director.
- Study should directly relate to current work and career advancement that will be considered to be advantageous to both the employee and Council.
- Timeframe for completion of study shall be determined by the relevant Director.
- Conditions may include provision of support to staff members who have been promoted within Council and require additional skills / qualifications in order to complete their new role, thereby ensuring commitment from both Council and the employee to the promotion and career advancement.
- Support for relevant and approved study shall comprise the following:
 - Fifty percent of the subject fees shall be reimbursed for subjects undertaken each year to a maximum of one thousand dollars per year.
 - Reimbursement of subject fees shall be upon presentation of suitable invoice from course institution validating course enrolment.
 - Where the subject is not successfully completed at the first attempt, no further payments shall be made in regards to that subject.

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- Entitlement of two days paid leave per subject, up to a maximum of five days per year to account for examinations, study time and campus visits.
- Staff shall be required to give at least one week's notice for study leave and have leave approved by their Supervisor before it is taken.
- Travel costs associated with part-time study shall be borne by the employee.
- Where the employee is undertaking a course which is not related to their career in local government, no assistance will be provided by Council.

Part-Time Study – Essential and Approved Study

Where an employee is completing part-time study that is **essential** to the ongoing requirements of their position and is an **approved** degree/diploma (or similar) course the following shall apply:

- Provision of support for essential and approved study requires approval by the relevant Director.
- Study should be deemed to be essential to the ongoing viability of the Program, directly relating to current work requirements. For example, application for essential and approved study provisions would be appropriate where legislative changes require existing staff to acquire additional skills / qualifications in order to continue to carry out their duties.
- Timeframe for completion of study shall be determined by the relevant Director.
- Support for relevant and approved study shall comprise the following:
 - Full cost of subject fees shall be reimbursed for subjects undertaken in each year.
 - Reimbursement of subject fees shall be upon presentation of suitable invoice from course institution validating course enrolment.
 - Entitlement of three days paid leave per subject, up to a maximum of six days per year to account for examinations, study time and campus visits.
 - Staff shall be required to give at least one week's notice for study leave and have leave approved by their Supervisor before it is taken.
 - Travel costs associated with relevant and approved study shall be borne by Council.
 - If the subject is not successfully completed at the first attempt, no further reimbursements or leave entitlements shall be made in regards to that subject.

Time Required in Excess of Training Assistance (Study) Policy

If an employee requires or wishes to take more leave than that allowed under the relevant section of this procedure, either leave without pay or annual leave may be approved by the Supervisor subject to work programs and workload requirements.

Part-Time Staff

Part time staff will receive pro-rata entitlements to study leave and assistance based on the above procedure. However, paid leave to attend compulsory lectures/workshops, etc. and to prepare for and undertake exams will only be paid for on those days on which the employee would normally be at work for the Council.

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Temporary Staff

Staff employed on a temporary basis shall not access training assistance unless specifically requested by the relevant Supervisor.

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EXTERNAL
TRAINING NOTIFICATION FORM

EMPLOYEE: PAYROLL NO: P.....
DEPARTMENT:
COURSE NAME:
TRAINING PROVIDER:
COURSE DATE:
DOC ID:
(Records use only)

**** Attach Course Outline to Form if available**

COSTING:

Hours Spent on Training including Travel TimeHrs
Number of Nights Away From Home
Council Vehicle Used YES / NO
Registration Fee \$.....
Accommodation Costs \$.....
Travel Cost (other than Council Vehicle Cost) \$.....

AUTHORISATION

Employee Signature: Date:
Supervisor Approval: Date:

NB: Training Notification Form to be used for training purposes only, that is, training or conferences/seminars where new skills were acquired relevant to your position.

Please return to Human Resources upon completion of training