

# ANNUAL STAFF DEVELOPMENT PLAN

---

IBI's Annual Staff Development Plan has been prepared in association with other planning processes and takes into account the individual professional needs of each staff member.

To ensure the Staff Development Plan is a valid, workable document it:

- Recognizes input from staff;
- Responds to needs identified in staff and student feedback;
- Is flexible enough to change as business priorities shift;
- Is consistent with the organization's planning process;
- Supports supervisors in their role as developers of staff and provides them with the appropriate level of support and resource allocation;
- Guides staff in their pursuit of development options with an emphasis of teaching and learning;
- Aligns development activities with the strategic direction of the wider organisation; and
- Highlights any other priority development issues of IBI.
- Skills Victoria Service Agreement obligations, definitions & interpretations are examined and reviewed with staff

The Staff Development Planning Template is used as a guide to preparing a Staff Development Plan.

## *Planning Options*

The minimum requirements for a portfolio or section staff development plan are defined by the Institute's Business Plan and include:

- A priority list of the staff development programs or activities, showing how they align with the strategic and operational needs of the organisation.
- Resource allocation
- A statement of the targets or success indicators for staff development, and
- An operational (one-year) and three-year planning scope.

## *Planning Timeframe*

The Staff Development Plan is prepared annually. However, given the need for the plan to be flexible, and the variety of data sources that can be used for setting priorities, it will be updated as required during the year.

## 1. Introduction

### 1.1 Purpose of the Plan

Examples of the different purposes of the Staff Development Plan include:

- To meet strategic directions of the Portfolio and Section
- To enable the efficient and equitable allocation of resources
- To assist staff in preparing their own Development Plan as part of their performance planning obligations.

### 1.2 How the plan is designed

This includes descriptions of which information sources are used (i.e. needs analyses, skills audits, competency assessments and staff performance), the methodology for collecting and analysing data.

### 1.3 Links to other plans/documents

Links include:

- IBI's future Staff Development Policy
- Related policies such as Training and Assessment
- Quality Assurance (VET QF)
- Portfolio and IBI's Business Plans

### 1.4 Evaluation and Review of the Plan

The Portfolio/Section should show how the success of the plan will be reviewed and a date when the plan will be formally adopted.

## 2. Staff Development Priorities

This section identifies IBI's staff development priorities. There are three parts to identifying the priorities:

- Selecting which elements of IBI's business and strategic plans will be addressed in the Staff Development Plan and applying a priority listing.
- Specifying the development needs arising from the selected and prioritised elements.
- Identifying any programs or initiatives that will address the development needs.
- Each of these parts is described under the sub-headings below.

### 2.1 Organisational Priorities

The organisational priorities are selected from the strategic and business plans and include:

- Strategic directions in which staff development will play a role
- Change initiatives that will be supported through staff development
- Other priorities specific to individual staff.

## 2.2 Development Needs

The second part to identifying the development priorities is to specify the development needs arising from the organisational priorities above. These needs have been identified through formal data collection (such as needs analyses, skills audits, etc.) or through a combination of suggestions from staff, learning aims identified in individual development plans, responses to staff or student feedback and surveys or issues raised in staff meetings.

## 2.3 Programs/Activities

The third part identifies how IBI intends to address their development needs. Priorities could be addressed through existing programs/activities or by developing new programs. Listing existing programs will provide staff with a guide to their own development planning and selection of programs/activities. Programs requiring development should also be listed and resources allocated. This will be especially relevant for long-term needs.

# 3. Allocation of Resources

## 3.1 Financial Allocation

IBI is committed to allocating a percentage of its budget to meet staff development needs.

## 3.2 Staff Resources

Staff resources in guiding, delivering and administering staff development have been identified and are the responsibility of the Manager Quality Improvement.

# 4. Three-Year Plan

If the Strategic Plan's goals have not been covered elsewhere the plan will include a separate section on the longer-term priorities for IBI. These may be in response to:

- Items in the strategic or business plans not already addressed
- Analysis of industry trends
- A perceived imbalance in the priorities for the current year
- Skills and knowledge needs identified through succession planning.

## 5. Statement of Achievement Targets

This section specifies indicators or targets by which IBI determines its performance level in developing its staff. Examples of performance measures for staff development can be quantitative or qualitative, such as:

- Expenditure targets
- Benchmark hours of development per staff member compared with other private RTOs
- Implementation of specific processes or programs
- Completion of individual development plans
- Evaluation and dissemination practices
- Quality of decision-making procedures
- Staff satisfaction with access to development opportunities
- Targets for the qualification profile or competency standards among staff to ensure VET QF compliance.

## 6. Program Descriptions

Descriptions of the programs listed in the ‘Staff Development Priorities’ section will be provided in the plan to assist staff to identify whether the program will meet their development needs. The program description will specify:

- Program/Activity title,
- Provider/coordinator,
- Target group,
- Content and expected outcomes
- Dates and any costs (specifying any contributions the individual may have to make).

## 7. Summary Table

The priority list of programs and activities are shown on this table. IBI's priorities appear in the left hand column of the table and reflect the categories for reporting on staff development activity across the business. Funding allocations against these priorities are included in the table.

<b>Organisational Priorities</b>	<b>Development Needs</b>	<b>Programs/ Activity</b>	<b>Schedule/ Timing</b>	<b>Programs to be developed</b>	<b>Resource Allocation</b>
IBI					
Training & Assessment					
Business Development					
Information Technology					
Management and Leadership					
Business Processes and Systems					
VET QF Standards					
<b>Targeted Priorities</b>					
Discipline Specific Expertise					
Personal Growth / Skills Development					

## VERSION CONTROL

### Review/ amendment history

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes
6.0	August 2017	No Material changes