

# PROFESSIONAL DEVELOPMENT BUDGETING POLICY



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## 1 PURPOSE

- 1.1 This policy provides direction on professional development plans and organisational unit expenditure when planning budgets for professional development activities for employees within CQUniversity.

## 2 SCOPE

- 2.1 This policy applies to all CQUniversity employees.

## 3 POLICY STATEMENT

- 3.1 Professional development not only benefits employees but contributes to the advancement of CQUniversity by building capability and capacity. As an educational institution, it is imperative that the University encourages and invests appropriately in the ongoing education and development of employees, especially in teaching and research areas.
- 3.2 The University provides significant internal professional development opportunities through tailored courses delivered in line with identified business needs and requests from work areas, as well as to meet the strategic objectives of the University.
- 3.3 The University makes a major investment in providing professional development opportunities through the Staff Conference, Senior Leadership Conference and other corporate development programs. Work areas are expected to ensure all necessary steps are taken to provide the opportunity for employees to participate in these development activities.
- 3.4 Some training programs provided by the University are not appropriate to be considered as professional development but rather are run to meet compliance and legislative obligations. For example Zero Tolerance, Fire Evacuation Program and Corporate Induction should not be considered as meeting the professional development needs of our employees, even though they are beneficial to both parties.

## Budget allocation

- 3.5 Budget allocation for professional development will be at the discretion of the work area, but must reflect the intent of the [Central Queensland University Enterprise Agreement 2017](#). The Enterprise Agreement requires a minimum of 2% of the salaries budget of each organisational unit be allocated to professional development (not including mandatory institutional training or moderation and validation), in accordance with the needs of the unit.
- 3.6 Professional development costs include:
- course fees
  - travel and accommodation costs (special consideration needs to be given for employees in regional areas who travel to attend conferences in metropolitan cities)
  - conference fees
  - seminar costs (including facilitator/presenter's fees if internally provided)
  - courses relevant to an individual's current position, or
  - in special circumstances (e.g. at smaller campuses) employees may require backfill arrangements to enable attendance at professional development events. In this circumstance, a limited amount of the professional development budget could be allocated to fund such a backfill situation.
- 3.7 Professional development allocations do not include:
- professional registration fees for personal association memberships, or
  - individual professional indemnity insurance – the University has a policy which covers all employees in the performance of their duties.

## Professional development

- 3.8 Professional development is defined in the [Enterprise Agreement](#) as a combination of activities including:
- attendance at activities hosted or approved by relevant professional bodies and associations
  - attendance at conferences relevant to the profession
  - participation in workshops, networks, communities of practice or mentoring activities
  - participation in industry release schemes
  - pursuing relevant qualifications (including post-graduate qualifications)
  - participation in projects with industry, and
  - shadowing or working closely with other trainers and assessors.
- 3.9 It must be noted that, in practice, professional development also includes opportunities for:
- higher duties
  - secondments
  - free training
  - on the job training
  - cross and multi-skilling across team
  - in-house team building activities (eg. McQuaig and Disc profiling)
  - online learning tools such as Lynda.com or alternatives
  - special project activities, and
  - Outsides Studies Program (OSPRO).

## Staff study support

- 3.10 Educational pursuits relevant to an employee's role are encouraged and as such, are supported through the [Staff Study Support Procedure](#).
- 3.11 Such support covers both vocational and higher education qualifications. Participation in such courses offered by CQUniversity is encouraged.
- 3.12 Professional development activities should be identified and recorded during an individual's performance and review discussions and lodged with the People and Culture Directorate where possible, to demonstrate the work area's commitment to professionally developing employees. This record will be taken into account when analysing whether the equivalent percent has been utilised for professional development opportunities.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Director, People and Culture is responsible for monitoring, reviewing and ensuring compliance with this policy.
- 4.2 All University Executive and Managers with budget responsibilities are accountable for ensuring the implementation of professional development in accordance with the [Enterprise Agreement](#).

### Reporting

- 4.3 No additional reporting is required.

### Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)  
[Staff Study Support Procedure](#)

## 7 FEEDBACK

- 7.1 University employees and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Director, People and Culture
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Approval and Amendment History	Details
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Notes	This document was formerly known as Professional Development Budgeting Principles (7/10/2014).