3.2.5 Scholarship and Professional Development Procedure for Teaching Staff

1.0 Rationale

This procedure aims to establish a structured framework for the application, approval, monitoring, and reporting of professional development opportunities for teaching staff of Acknowledge Education (AE).

2.0 Scope

This policy applies to all teaching staff members of Acknowledge Education.

3.0 Regulatory Context

3.1 Higher Education Standards Framework (Threshold) 2021

3.2 Standards for Registered Training Organisations (RTOs) 2015

See the parent policy (3.2.4 Scholarship and Professional Development Policy) for more details.

4.0 Procedure

4.1 Applying for Professional Development

4.1.1 The Dean, Head of VET and Head of ELICOS will liaise with relevant program managers to develop and implement a comprehensive plan based on the needs of AE and of the individual educator or staff. This will partly be determined by the outcome of performance appraisals.

4.1.2 All requests for professional development or scholarship funding should be submitted using AE's Professional Development Request Form.

4.1.3 The applicant's direct line manager must support all requests for professional development.

4.1.4 Requests for professional development should align with the most recent performance appraisal of the applicant.

4.1.4 Professional Development Request forms endorsed by line managers must be submitted to the following positions for final approval:

- Vocational Education and Training: Head of VET
- Higher Education: Dean
- ELICOS: Head of Program

4.1.5 Once approved copies of the application must be forwarded to the finance department.

4.2 Knowledge Transfer Expectation

4.2.1 Staff who are approved and funded to attend professional development are expected to provide in-house training to share the knowledge and skills gained from attending professional development.

4.3 Monitoring Professional Development

4.3.1 Staff are responsible for logging activity details in a timely manner, allowing for reporting to be accurate and current It is the responsibility of each staff member to report, at their staff meeting or in an advised format, about any individual professional development activity.

4.3.2 RTO Manager will be a central repository for recording scholarship and professional development.

4.4 Reporting Professional Development

4.4.1 The Dean will compile a report to the Academic Board for endorsement and comment biannually.

4.4.2 The register output from RTO Manager will be reviewed for accuracy and content prior to reporting to the Academic Board.

5.0 Roles and Responsibilities

5.1 Academic Staff

- Applying for appropriate and relevant professional development using the correct form.

5.2 Chief Financial Officer

- Allocate sufficient payment for staff to engage in scholarly activities and professional development.

5.3 Dean

- Report professional development outputs to Academic Board Bi-monthly

5.4 Dean/Head of VET/Head of ELICOS

- Assess applications for professional development with consideration to the outcomes from current performance appraisals.

6.0 Definitions

Term	Definition
Scholarly Activity	Activities related to research, publication, and intellectual engagement in one's discipline.
Professional Development	Activities or programs that enhance knowledge and skills relevant to one's role, typically through training, education, or workshops.
Remuneration	Payment or compensation provided for expenses or services rendered.

7.0 Related Documents

Document Name
3.2.4 Scholarship and Professional Development Policy
3.2.2 Academic Teaching, Training and Administrative Staff Policy and Procedures
3.2.3 Teaching Staff Engagement and Assessment Procedure
3.2.4 Higher Education Workforce Plan
5.3.2 HE Moderation, Validation and External Referencing Procedure

8.0 Document Information

Document Name	Scholarship and Professional Development Procedure for Teaching Staff
Document Number	3.2.5
Purpose	The purpose of this policy and procedure is to establish a structured framework for the application, approval, monitoring, and reporting of professional development opportunities for teaching staff of Acknowledge Education (AE).
Audience	☒Staff | ☒Students| ☒Public
Category	Teaching
Subcategory	Staffing
Approval Date	15/12/2021
Effective Date	12/12/2021
Last date of endorsement	23/10/2023
Next Review Date	Under review as at April 2026
Approving Body	Teaching and Learning Committee
Policy Advisor	Regulatory Compliance
Approving Authority	Regulatorcompliance@ae.edu.au

9.0 Change Log

Date	Version	By	Notes
26/08/2013	1.0	ML	Various - reformat
13/12/2016	2.0	JVB	Various amendments
171026	2.1	ABennett	Minor formatting changes; document name change
171207	2.2	BSaporta	formatting
171214	2.3	BSaporta	Approved by AB
180728	2.4	BSaporta	Incorporate annual performance reviews
201022	2.5	TWeir	Review, added limitation of funds to Domestic Travel only, adjusted dates at Procedure 2.2 and 2.3
15/4/2021	3.0	Dean (TW)	Change of Policy title. Inclusion of details on scholarship to align with TEQSA guidance notes and HESF 2015. Removal of the "teaching resource center".
31/8/2023	3.1	Dean N Whatley	Added regulatory section in line with new policy template and branding. Separated policy into separate document. Improved the structure of the policy and edited the text. Added Scope, Regulator Compliance, Roles and Responsibilities and Definitions sections.

Professional Development Request Form

Name:		**Date of Hire:**	
Position:		**Department:**	
Line Manager:		**Executive Authority (see org chart below):**	
Name of PD Activity:			
Detailed Expected Costs			
Registration Fee:			**$**
Transport Costs:			**$**
Other Costs:			**$**
			$
			$
Total Costs:			**$**
Rationale for Participation			
Why did you choose this activity:			
How will this activity enhance your performance at AE?			
How does this activity relate to your current position?			
How do you plan to share what you learn with the rest of your team?			
Is this activity detailed in your last performance appraisal? YES / NO			
If not, are there other identified professional development activities identified? YES / NO			
If yes, why is this activity more valued than the identified activities?			

Employee Signature:		
Date:		
Line Manager's Endorsement YES/NO		
Line Managers justification for decision:		
Line Managers Signature:		
Date:		
Executive Managers Approval	☐ **APPROVED**	☐ **DECLINED**
Executive Managers Signature:		
Date:		