Professional Development Policy

AFTA Travel and Tourism College NSW celebrates the quality and dynamics of its staff and understands that it has an obligation and a business interest in ensuring the highest level of professional competence. Furthermore, AFTA TRAVEL AND TOURISM COLLEGE NSW recognises that professional development for full time staff is integral to personal job satisfaction, workplace productivity, reward and recognition and is therefore linked to achieving its mission and strategic goals.

AFTA Travel and Tourism College NSW expects all contracted academic staff to take an active role in their own professional career development. This is required of them by the AQTF Standard 1.4.

Failure to do so may result in the academic staff member not being re-engaged for the next session.

AFTA Travel and Tourism College NSW encourages all full time staff in their professional and career development, and is committed to providing:

- opportunities for full time staff to hone their skills and knowledge to complement their current work outcomes and objectives; and
- opportunities for staff to explore other departments to enhance their careers within the college; and
- equality of opportunity for all full time staff to engage in professional development activities.

Professional development includes:

a) informal on-the-job training and/or
b) formal vocational education at an educational institution

Informal on-the-job training

Full time staff can broaden their skills and as a result be more professionally involved with the workings of the college as a whole.

There will be no formal application for this particular Professional Development.

Formal education at an educational institution:
This enables staff to hone their skills in a specific area by entering into an approved formal award course at an educational institution. This can include workshops, and AQF Qualifications.

1) Applications for Professional Development:

a) A written statement by the staff member or supervisor outlining their rationale for applying, the potential benefits of their participation in the professional development to the college as a whole, and how the opportunity espouses the mission and
strategic direction of AFTA Travel and Tourism College NSW. This should be no longer than one A4 page.

b) A short description of the opportunity they are requesting and any costs in terms of time and money that this may entail.

2) The Professional Development Committee (PDC)
This is a body consisting of the Principal of the College, the head of the staff member’s department, the Chief Financial Officer of the college and the staff member’s direct supervisor or manager. The members of the PDC will evaluate the Application put forward for Professional Development to make a valid decision and determine the monetary allowance (if any) within the AFTA Travel and Tourism College NSW budget.

Approved Formal Award Course
a) An education subsidy may be payable toward costs incurred by full time staff enrolled in an approved formal award course. The subsidy must be approved by the PDC and paid from the professional development budget.

b) The education subsidy (if approved) will be paid when an employee provides evidence that they are enrolled in an approved formal award course.

c) Where an employee fails a subject, no further support will be granted for that subject or an equivalent subject.

Procedure

1. Applications should be made by completing the form “Application for Professional Development” which is available on ‘iStaff’. They can be made directly by staff members or by supervisors on their behalf.

2. Applications will all be assessed by the PDC.

3. Applicants will be informed in writing directly following the committee meeting as to whether their application was successful and if any changes have been made.

4. After the Professional Development is complete the staff member is required to complete a report and evaluate the knowledge and skills that they have achieved in relation to their job and how it will benefit AFTA Travel and Tourism College NSW.

5. The staff member may be required to conduct an in-house training session to feedback to other staff.

6. The staff member will also provide the college with copies of any certificates that they may have attained.

7. While the college maintains records of all PD sessions undertaken by its staff, staff members are also required to maintain their own personal records of such training. This is considered to be in the best interest of the staff members as it ensures that their curriculum vitas maintain up-to-date information.

Other Considerations
The professional development policy is designed with the specific intention of maximising and equalising professional development opportunities for the full time staff of AFTA Travel and Tourism College NSW, thereby creating a more competent and satisfied staff body.

Policy Review
This policy will be reviewed as part of the college’s three year review cycle.