Policy Rationale
To develop needs driven professional learning programs to provide optimum opportunities for professional growth, enhanced diversity, improved student learning and effective CCAE governance/decision making by the Board of Management.

Policy Aims
- To provide opportunity for staff to further professional skills/qualifications to improve student learning and student outcomes.
- To provide opportunities for staff to develop their awareness, knowledge and skills in current teaching and learning practices.
- To ensure Board Members have the opportunity to develop skills appropriate for good governance of CCAE.

Procedure – Staff and Board Members
- The CCAE Centre Manager will be responsible for all professional learning:
  - Inform staff of professional learning reflective of individual staff needs identified in PLP’s.
  - Authorise and/or organise professional learning activities for individuals and whole CCAE.
  - A budget will be allocated to professional learning each year.
  - Staff, Board members and volunteers undertaking accredited training via CCAE will be charged tuition fees by the following calculation: nominal hours per unit x the course category hourly rate as determined by ministerial guidelines.
  - Board Members undertaking professional learning for enhancement of their Board Role and Good Governance will be fully funded by the CCAE. All other professional learning will incur fees as aforementioned.

- All staff and Board Members attending professional learning must:
  - Report briefly to other staff and/or Board Members about the activity and its benefits.
  - Implement one teaching/admin change as a result of their professional learning activity.

Procedure - Professional Learning Plan [PLP] Implementation
- Staff will be encouraged to develop a Professional Learning Plan [PLP] reflecting CCAE’s strategic and business plans and personal interest:
  - CCAE Centre Manager determined requirement to meet strategic/business plans and needs.
  - Staff determined learning to improve their skill/knowledge in programs.
  - Staff determined personal interest activity.
- The Plan should chart/document the individual’s development over the previous twelve months, and outline the individual’s Professional Learning priorities for the coming 12 months.
- Where a staff member develops a Professional Learning Plan, it is to be discussed with the Manager to organise a mutually convenient times for the professional development to occur with minimal interruption to student programs.

Evaluation
This policy will be reviewed bi-annually.