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 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
• Each staff member will develop a Professional Learning Plan [PLP] that reflects the CCAE’s strategic and business plans, outcomes of performance review processes and personal interest:
  + CCAE Centre Manager determined requirement to meet strategic/business plans and needs.
  + Staff determined learning to improve their skill/knowledge in accredited programs.
  + Staff determined personal interest activity.
• A Professional Learning Plan should chart/document the individual’s development over the previous twelve months, and outline the individual’s Professional Learning priorities for the following 12 months.
• The Professional Learning Plan will include the competencies to be demonstrated in the role as per the Position Description and Key Selection Criteria with clear targets and measures documented, to enable accurate assessment.

Annual Review
• Each year employees are to complete an Annual Performance Review interview. As part of the Performance Review agreed PLP objectives, targets and measures will be judged.

Salary Review
• The Manager will be involved in the review process and must sign it off.
• Salary reviews will occur in line with the award/agreement in operation at the time.
• Where positions exist without award classification, salary reviews shall be directly with Manager and CCAE Board.

Evaluation
This policy will be reviewed bi-annually.