

Policy and Procedure

Reference:	HR2.1.14
Title:	Staff Professional Development Applications and Approvals - Policy and Procedure
Custodian:	CEO
Reviewer:	Chair, UQC Professional Development Committee
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Audience:	UQC staff
Associated Policies:	UQ College Professional Development Terms of Reference UQ College Professional Development Framework
Version:	1.0

Purpose and Scope

This policy details the following:

- Process for making professional development applications and suggestions
- Process for approving professional development applications
- Process for remunerating approved applications

This policy applies to:

- All UQ College staff

This policy does not apply to:

- UQ College Senior Management
- UQ College students

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1. Policy

1.1 Professional development

All UQ College staff post probation are invited to request and/or suggest PD which they believe to be relevant. This is encouraged and supported by the PD Committee and reflected in the PD Terms of Reference and PD Framework.

1.2 Suggestions for professional development

If an employee has identified a particular area of need which they feel may require staff professional development, a suggestion can be made to the PD Committee. Such cases are suggestions, not personal requests. The PD Committee will present relevant suggestions to the Teaching and Learning Committee.

1.3 Professional development funding

UQ College staff may apply for funding for PD opportunities for which they will incur a direct cost. Direct costs¹ which may include fees, travel costs and funding for such opportunities, must be requested via the PD Committee. Individuals cannot receive funding for the same PD activity more than once in a calendar year. The maximum total amount that an individual can be allocated in a calendar year is \$3000. Funding is available in the PD Committee budget up to the following increments:

Tier	Amount	Conditions
Tier 1	<\$100	See point 4. below
Tier 2	<\$250	See point 4. below
Tier 3	<\$500	See point 4. below
Tier 4	<\$750	See point 4. below
Tier 5	<\$1000	See point 4. below
Tier 6	<\$2000	See point 4. below. Only available for interstate travel
Tier 7	<\$3000	See point 4. Below. Only available for international travel.

1.4 Funding approval

The PD Committee will approve PD applications during regular meetings and decisions will be based on the framework below. Applications should provide sufficient detail to enable informed decision-making by the PD Committee. Unsuccessful applicants will receive written feedback from the PD Committee outlining reasons for non-approval.

¹ Direct cost – for example, fees to attend an external opportunity, payments for guests, reimbursements for study undertaken, memberships to professional bodies.

Decision-making framework

- a. Is the opportunity relevant to role, unit and the organisation?
 - i. How might the opportunity benefit students at UQC?
 - ii. How might the opportunity benefit the individual and/or team?

If yes, proceed to 4b.

- b. Can the opportunity be funded under the PD Committee budget?
 - i. Is funding for the opportunity capped or restricted in any way?
 - ii. Is the requested Tier appropriate to the PD opportunity?
 - iii. What funding is available in the budget?

If yes, proceed to 4c.

- c. Has the applicant identified appropriate knowledge-sharing mechanisms?
 - i. Does the PD Committee require any other feedback mechanisms?

If yes, proceed to 4d.

- d. What liaison needs to occur in order to facilitate the opportunity?
 - i. Does the applicant require cover teaching/back fill?
- e. Are there other current applications or opportunities of greater merit?

1.5 What PD is not funded by the PD Committee?

Not all PD opportunities will require funding. In such cases, the request should be directed to the line manager and not the PD Committee. Examples include:

- i. Requests which do not meet the criteria in item 1.4 above
- ii. Training which has been considered by a Senior Manager as mandatory for the completion of day-to-day duties. This may relate to individuals or teams.
- iii. PD which is absorbed into the operational costs of running programs (meetings, project work, etc)

1.6 Indirect costs and operational requirements of PD

Indirect costs² do not fall under the PD Committee budget, but also need to be considered along with operational requirements in the approval process. If a UQ College staff member would require time off to complete the funded PD, it is incumbent on the staff member to liaise with their manager prior to submitting an application for funding to ensure that it is operationally acceptable.

1.7 Remuneration for approved PD

Approved PD will be remunerated up to the approved amount upon the submission of receipts/tax invoices for the PD undertaken. The individual undertaking PD must complete and submit a reimbursement form (which includes relevant receipts) to the PD Committee Chair for reconciliation against the PD Committee budget. This information will be forwarded onto admin@uqcollege.uq.edu for payment in an upcoming pay cycle.

² Indirect cost – for example, costs of backfill, timetabling cover, etc.

1.8 Payment for normal hours worked while undertaking PD

- 1.8.1 Depending on the category of employment with UQ College, staff undertaking PD which has been approved by the PD Committee may be able to draw a salary while undertaking the PD. Payment for PD which does not require approval by the PD Committee (and therefore does not fall under the PD Committee budget) is determined by the approving manager, not the PD Committee.
- 1.8.2 Continuing or fixed-term staff undertaking PD during office hours (including travel to and from PD events) will continue to draw a regular salary for normal hours worked. No overtime will be paid for engagement in PD, nor is there payment for PD that falls outside standard office hours. If the PD falls outside office hours, no overtime will be paid.
 - a. Staff under the UQ Enterprise Agreement 82.1 will claim paid PD as Specific Duties days and in accordance with the agreement, this may not exceed 10 per calendar year.
 - b. Staff under the Modern Award may not exceed 10 days per calendar year.
 - c. Please note, in both cases, these may be taken as either half or full days.
- 1.8.3 Casual staff members may claim for hours spent at an approved and scheduled PD event that takes place during standard office hours.
 - a. Casual teaching staff under the UQ Enterprise Agreement, may claim up to 7.25 hours per day at the non-teaching rate.
 - b. For casual staff under the Modern Award, the hourly rate may be claimed for up to 5 hours of attendance. Beyond 5 hours, the daily rate may be claimed.
- 1.8.4 Casual staff cannot claim for travel time to and from an event. Payment for PD which does not require approval by the PD Committee (and therefore does not fall under the PD Committee budget) is determined by the approving manager, not the PD Committee.

1.9 Travel Insurance

Any staff member travelling for an approved PD event interstate or internationally must have adequate travel insurance that covers them for the duration of their trip. All international travel must be booked with UQ's travel provider FCM. Contact FCM directly through uslg@fcmtravel.com.au. Interstate travel can be booked via other means if desired, but the staff member must take out comprehensive travel insurance for the duration of the trip.

2. Procedure

Stage	What to do	Actioned by
Consultation	Liaise with line manager to discuss operational impacts of PD opportunity	Applicant and line manager
Submit PD request	Access and complete the Professional Development Request form.	Applicant
Application pending	Applications are reviewed during quarterly meetings and decisions are made regarding which opportunities will be funded.	PD Committee
Decision communicated	Decisions are communicated to all applicants.	PD Committee
Preparation	Indirect costs of PD are managed (cover teaching or backfill for daily tasks)	Approved applicants
Professional Development	The PD is undertaken	Approved applicants
Follow up	Reimbursement form completed and processed Share knowledge and insights from PD	Approved applicants

Document History

Version	Summary of changes	Author	Action date
1.0	Staff Professional Development Applications and Approvals - Policy and Procedure	Ash Moor	22 March 2023