



Professional Development Policy



“The staff have the skills and knowledge to help me in my life.”

Intent

We are committed to providing a supportive and rewarding work environment in which kaimahi and volunteers/kaiawhina can grow and develop.

Kaimahi are responsible for satisfying the professional development requirements associated with professional registration and/or professional membership.

We support development in diverse ways eg through internal training opportunities and relevant and affordable external education opportunities.

This policy does not apply to contractors.

Responsibilities

Management will:

- work with kaimahi to identify and respond appropriately to training and professional development needs
- help other team members (eg contractors, volunteers) identify their training and professional development needs through feedback and oversight
- ensure training and development opportunities are provided to support kaimahi/volunteers with their performance and development
- monitor and keep a record of training by team members.

Kaimahi will:

- keep management advised of training and professional development activities they undertake
- maintain relevant industry and professional standards of competency
- share their knowledge and skills and participate in mentoring and coaching of colleagues, volunteers and trainees/students.



Volunteers/kaiawhina will receive and participate in training for their roles.

Students and trainees will receive on-the-job training and supervision from internal staff in accord with learning and placement agreements.

Requirements

Training and professional development for employees

Professional development and training needs and opportunities for kaimahi will be identified and planned for annually.

Kaimahi must ensure they complete professional development requirements to maintain their professional registrations when relevant to their mahi.

A record must be kept of all professional development and training activities undertaken.

Kaimahi who attend training shall share it with colleagues at team hui or in other ways agreed with management.

Training and development for volunteers

Training and development needs of kaiawhina/volunteers will be identified when they commence. They will be supported in their roles through supervision and mentoring arrangements.

Training and development opportunities will be made available to them if practicable and within budget.

Approval required

Enrolment in a professional development or training event which costs or would involve a person being absent from work for a period must be approved beforehand. Requests will be decided by considering:

- any professional development entitlements in the employee's employment agreement
- the staff member's performance appraisal and development/competency needs
- likely impact on others (eg if training is off-site)
- organisational needs
- competing priorities for the professional development and training budget.

See here for the [Tutaki Youth Inc Development Programme](#)

Compliance



NZS 8134:2021 Workforce and Structure, Service management 2.3.3-2.3.5; Healthcare and support workers 2.4

Social Sector Accreditation Standards - Level 2, Staffing 7.0-8.0

Social Sector Accreditation Standards - Level 4, Staffing 1.0; Level 3, Staffing 7.0-8.0

Helpful links

[Diversity and inclusion](#) or [Equality and inclusion](#)