Smart and Skilled Professional Development Policy

Gimbal Training understands that strong capability in teaching and leadership is central to developing quality systems of training and assessment and is committed to ensuring continuing professional development of key staff and management involved in the delivery of VET and the Smart and Skilled Program.

We are aware that The Department of Education and Communities may identify professional development needs at an audit or through other avenues and understand that we have a contractual obligation to ensure that requirements are met.

This Policy complements, and is additional to, the Staff Professional Development and Performance Management Policies.

Staff to which this policy applies:

- Trainers
- Assessors
- Administration Personnel
- Managers and relevant Program Coordinators

Procedure

- Continuing Professional Development of Smart and Skilled staff will be as identified in a Staff Professional Development Plan.
- In developing the plan consideration will be given to needs of individual staff as well as the business requirements of the RTO.
- Evidence of attendance at Professional Development activities and workshops will be supplied by staff (e.g. copies of Certificates of Attendance. Statements of Attainment, Letters of Confirmation) and filed with the Professional Development Plan on staff files*.*
- Professional development needs for Trainers, Assessors, Administration Staff and Management will be identified at annual Performance Appraisals. This will lead to the development of Professional Development Plans and implementation of practices to share relevant learning throughout the organisation.
- Specific Smart and Skilled Professional Development requirements, as identified in the table below, will be implemented for relevant staff.
- It is an essential requirement that trainers and assessor remain up to date on requirements relating to recognition and contemporary validation of assessment practices; therefore, all trainers and assessors will be involved in validation activities in accordance the Validation Policy and Plan.

Smart and Skilled Teaching and Leadership Area	Professional Development Activities
Teaching/Training	Includes aspects of Learning Theories, products, process and validation of assessment
Assessment	Includes assessment, theories, products, processes and validation of assessment
Smart and Skilled Contract Compliance/Continuous Improvement	Includes: Smart and Skilled Compliance Workshops Continuous Improvement workshops under the Smart and Skilled Contract
Industry Collaboration	Incudes activities to improve overall quality or compliance and industry engagement

The above table is taken from the Smart and Skilled Teaching and Leadership Policy and has been developed with reference to the IBSA VET Practitioner Capability Framework

Forms

Professional Development Plan

References

Smart and Skilled Teaching and Leadership Policy
IBSA VET Practitioner Capability Framework

Professional Development Plan

Name of staff member	
Position Title	

Date of Performance review		Period the Plan will cover	

Areas to be developed	Goal	PD Activity to reach Goal	Target Date	Date Completed
Teaching/Training				
Assessment				
Compliance				
Quality Assurance				
Industry Collaboration				
Other				

Staff member Signature		Date	
Reviewer Signature		Date	