



# PILGRIM UNITING CHURCH

*We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.*

CC20067 HR-13

## TRAINING AND DEVELOPMENT POLICY

### 1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- Fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our staff.
- Ensuring that employment practices are in accordance with relevant legislation and best practice in human resources management.

### 2. Staff Covered by this Policy

Staff covered by this Policy include:

- Staff in permanent full time or part-time positions.
- Staff on a fixed term appointment of greater than six months.

The Policy does not apply to staff on casual appointment.

### 3. Purpose

The purpose of this Policy is to ensure that staff members are provided with training and development that is relevant to their roles and responsibilities with Pilgrim. In addition Pilgrim will fund any necessary training and development for staff to ensure that legislative obligations are met in relation to sexual harassment, manual handling, fire evacuation and Work, Health and Safety.

### 4. Training and Development Programs

Training and development opportunities for staff will be aimed at meeting the current and future requirements of Pilgrim, with the overall objective of having appropriately trained staff able to develop themselves in their careers.

Training and development programs will be based on balancing the requirements of both Pilgrim and the individual staff member through:

- The Performance Review & Development Plan (PRDP) process (see HR-12 Performance Review and Development Policy and Procedures).
- Career development planning.
- Succession planning.
- Workforce planning.
- Compliance requirements.

Pilgrim may require staff to undertake specific training:

- That is related to their current position.
- That is a prerequisite for performing in a different position or as part of a PRDP process.
- To comply with organisational, industry, legislative, accreditation, quality assurance and professional codes of practice requirements.

Staff are encouraged to suggest training and development opportunities that may be beneficial to their own development, or that of other Pilgrim employees.

Attendance and/or payment for any training and development course will be subject to the approval of the staff member's manager and will be assessed on a case by case basis, except for identified legislative requirements.

In situations where the request for training and development is extraordinary in terms of cost or time away from work, the Manager should refer the staff member's request to Church Council for approval.

**Authorisation**



Church Council Chair

Date of approval: 15 April 2020

Review date: April 2022

# TRAINING AND DEVELOPMENT PROCEDURES

## 1. Responsibilities

**1.1 Business Manager** is responsible for:

- The management and implementation of the Training and Development Policy and for ensuring that the Policy and Procedures are adhered to.
- The allocation of an annual budget for training and development for temporary and permanent staff members based on 2% of salaries for those staff.

**1.2 Managers** are responsible and accountable for:

- Ensuring that the PRDP process is undertaken annually for staff members in accordance with the Performance Review and Development Plan Guidelines.
- Ensuring that the process for existing staff includes assessment of previously set goals and objectives, and development of new goals and objectives for the coming year.
- Ensuring that a review is undertaken for new staff within the probation period specified in their employment contract.
- Reviewing and approving training and development opportunities for staff outside of the annual PRDP process, that are consistent with the requirements of their role.

**1.3 Staff** are responsible for ensuring that they positively participate in Training and Development Programs that:

- Result from the PRDP process.
- Are identified as necessary for the continuous improvement of their performance.
- Are necessary to ensure that Pilgrim meets its legislative requirements, e.g. WHS training and development, sexual harassment, etc.

## 2. Process for applying for Training and Development

Applications to attend training and development programs must be submitted using the Pilgrim Uniting Church Training and Development Authorisation Form (attached).

The Staff member must explain how the proposed training or professional development is relevant to their current position or their career development. Details of the proposed training program must be attached to the Training and Development Form.

The Staff member and the Manager must both sign the Training and Development Form.

## 3. Post training report

Following completion of the training and development program or initiative, the staff member should provide the Manager with a report summarising:

- The benefit of the program to them either in their role or personally.
- Any suggestions they may have for their role as a result of the training and development opportunity.
- Future training and development opportunities to maintain continuous improvement in their role.

#### 4. Related Policies and Information

- HR-01 - Grievance Policy and Procedures
- HR-08 - Equal Opportunity Policy and Procedures
- HR-11 - Code of Conduct - Staff
- HR-12 - Performance Review and Development Policy and Procedures
- WHS-01 - Work, Health and Safety Policy and Procedures

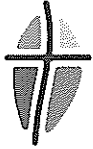
#### Authorisation

Chair of Operations Committee

Date: 6 April 2020

Handwritten signature of Ali Russell in black ink.

Review date: April 2022



# PILGRIM UNITING CHURCH

## TRAINING AND DEVELOPMENT AUTHORISATION

### Employee and Position Details

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Manager's name: \_\_\_\_\_

### TRAINING AND DEVELOPMENT DETAILS

Description of the proposed Training and Development/Professional Development and how it is relevant to your current position (please attach additional information where necessary):

Date(s) of training program/course:

Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

Cost/s of training program/course (Please attach additional information if necessary)

\_\_\_\_\_

### APPROVAL

Signed: ..... Date: .....

[Employee Name]

Approved: ..... Signature: ..... Date: .....

[Manager's Name]

