

Policy Title: Professional Development Fund

Policy Owner: Director, Human Resources Service Centre

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1. INTENT

To inform eligible employees of the requirements and procedures regarding an application for funds through the Professional Development Fund.

2. ORGANISATIONAL SCOPE

All ECU Professional Employees and Academic Career Development Fellows.

3. DEFINITIONS

| TERM | DEFINITION |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Academic Career Development Fellow | An employee appointed to an Academic Career Development Fellow fixed-term contract as set out within the Industrial Instrument. |
| Industrial Instrument | Edith Cowan University (ECU) Enterprise Agreement 2017. |
| Line Manager | The person authorised with managerial responsibility for the employee |
| Management for Performance | ECU's performance cycle, planning and review process |
| Professional Development Fund (PD Fund/ PD Funding) | Funding contribution provided by ECU to support professional development activities as set out within the Industrial Instrument. |

4. POLICY CONTENT

4.1 PD Funding is available for relevant professional development activities aligned to ECU's strategic and business needs.

- 4.2 Applications to access the PD Fund will be assessed according to eligibility and merit in alignment with ECU's strategic priorities and the employee's work.
- 4.3 The PD Fund will support development opportunities identified as objectives arising from participation in Management for Performance discussions.
- 4.4 The PD Fund will not support development activities and programs that are substantially equivalent to those already offered through the HRSC: Organisational Development, CLT: Academic Development or any other Centre.
- 4.5 Any taxation incurred by ECU in relation to activities and expenses will be reduced from the amount dispersed to an individual accordingly.
- 4.6 Successful applicants will normally receive a contribution towards the cost of an approved professional development activity up to a maximum amount of \$5,000 per person, subject to availability of funds.
- 4.7 During selection the University will consider the total professional development contribution already provided to the employee by the University, including a previous successful PD Fund application.

4.8 ELIGIBILITY

- 4.8.1 A Professional Employee will be considered eligible to apply for PD funding:
 - 4.8.1.1 After 12 months continuous service to ECU.
 - 4.8.1.2 After a 2 year period from the date a previous successful PD Funding was granted, a PD Fund recipient may reapply for further funding.
 - 4.8.1.3 If their line manager confirms the application is consistent with a career plan discussed as part of the Management for Performance process.
 - 4.8.1.4 Where the professional development activity has a direct relevance and benefit to their existing or near future possible career at ECU, and leads to a demonstrable contribution to the work and productivity of ECU.
 - 4.8.1.5 The application has the endorsement of the relevant line manager and Centre Director/Head of Centre/Executive Dean of a School.
 - 4.8.1.6 Reimbursement of approved awards is only available to ECU staff who were employed at the time of attending the PD event.
- 4.8.2 An Academic Career Development Fellow will be eligible to apply for PD Funding within the first 12 months of their appointment, and where their line manager confirms the activity is consistent with objectives identified within the employee's management for performance.

4.9 DEVELOPMENT ACTIVITIES

- 4.9.1 PD Funding may be provided for the following development activities:
 - 4.9.1.1 Accredited courses offered by a Higher Education Provider or Registered Training Organisation. This funding will be based on the principle that the person enrolled is self-funded and will be reimbursed with the approved funds upon successful completion of the funded activity;

- 4.9.1.2 Professional development courses/programs offered by professional institutions or accredited private providers;
- 4.9.1.3 Conferences/Seminars/Workshops that provide a clear demonstrable outcome and cost/benefit; and
- 4.9.1.4 Mentoring/Coaching assistance formally required for employees that have exhausted the JLP mentoring system and arranged by the relevant line manager as part of the Management for Performance.

4.10 Non-completion of Professional Development Activity

An employee may be required to reimburse the University for all or part of the allocated PD Funding should they not attend or complete the approved professional development activity as scheduled, or within the prescribed timeframe.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Policy Owner Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- [Professional Development Fund Guidelines](#)

6.2 Other documents which are relevant to the operation of this policy are as follows:

- [ECU Enterprise Agreement](#)
- [Management for Performance System \(MPS\) Policy](#)
- [Code of Conduct](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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|------------------------|------------------------------------------------------|
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8. APPROVAL HISTORY

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|-----------------------------|---------------------------------------------------------------------|
| Policy Approved by: | Vice-Chancellor |
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| Date last modified: | 27 March 2019 |
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