

Professional Development Procedure



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Related procedures	<ul style="list-style-type: none"> ▪ Industry Engagement Procedure ▪ Continuous Improvement Procedure
Forms and supporting documents	<ul style="list-style-type: none"> ▪ Trainer Industry Currency Record ▪ Trainer Profile ▪ Continuous Improvement Register ▪ Training and Assessment Strategy ▪ Training Plan

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PURPOSE

The purpose of this Procedure is to outline the procedures for Australian Polytechnic Institute's process for ensuring that its trainers and assessor are conducting professional development.

This Procedure must be carried out in accordance with the staff policy.

Changes to this Procedure must only be made upon approval of the Training Manager.

SCOPE

This Procedure applies to all Australian Polytechnic Institute trainers and assessor delivering any nationally accredited training offered by Australian Polytechnic Institute, regardless of the location and mode of delivery.

PROCEDURES

1. Identify Opportunities and Applications for Professional Development (PD)

Person Responsible	Step	Resources / References
Trainers and Assessors	Identify opportunities for professional development in their vocational field. This may either be an industry placement or industry event activity. Trainer may ask for guidance from Training Manager on the relevance of chosen PD or for suggestions on other PD opportunities.	

2. Professional Development Review

Person Responsible	Step	Resources / References
Training Manager / CEO	Review the PD opportunity and its relevance, if guidance is required. Suggest other PD opportunities relevant to the trainer if there are any, and if guidance is required. Once approved, inform the trainer and/or assessor, so they can start organising their PD activity.	

3. PD Activity - Industry Event or Trainer and Assessor Placement

Person Responsible	Step	Resources / References
Trainers and Assessors	Attend the Professional Development (PD) activity. Record experiences and knowledge gained, and the application of skills through the completion	Trainer Industry Currency Record

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	<p>of the Trainer Industry Currency Record during the PD activity or placement period.</p> <p>Trainers and assessors obtain sign off of Trainer Industry Currency Record by placement supervisor at completion of placement (where applicable).</p>	
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4. Review and Evaluation

Person Responsible	Step	Resources / References
Trainers and Assessors	<p>Trainers and assessors submit the completed Trainer Industry Currency Record for review and sign off by Training Manager.</p> <p>Trainers and assessors update their Trainer Profile and submit it to the Training Manager.</p>	<p>Trainer Industry Currency Record</p> <p>Trainer Profile</p>
Training Manager / Trainers and Assessors	<p>Review the Trainer Industry Currency Record and identify points for discussion and recommendations.</p> <p>Identified points of discussion and recommendations are discussed during the Trainer and Assessor Meetings.</p> <p>Continuous improvement and action items identified are recorded in the Continuous Improvement Register</p>	<p>Trainer Industry Currency Record</p> <p>Continuous Improvement Register</p>
Training Manager	<p>Implement the improvement to the training and assessment strategies and practices.</p> <p>Monitor and evaluate until next Trainer and Assessor Meeting.</p>	<p>Training and Assessment Strategy</p> <p>Training Plan</p>

