



Education, Training and Development

Principle:

1. The Tasmanian Council on AIDS, Hepatitis and Related Diseases (TasCAHRD) is committed to developing the professional and personal skills of employees, volunteers and Board members. Priority in developmental activities will be given to skills deficits that employees and volunteers identify in consultation with the Chief Executive Officer / President and the Volunteer Coordinator.
2. All employees, volunteers and Board members are required to undertake an induction/orientation program upon commencement of duties with TasCAHRD.
3. TasCAHRD aims to link its staff education, training and development activities to the needs of the communities it serves.
4. All employees are required as part of their performance agreements to identify professional and personal development activities during each year, in addition to any requirement identified for external mentoring or supervision. Priority will be given to activities that address the identified needs of the communities and are identified in staff performance appraisals.
5. To enable knowledge and skills to be shared within TasCAHRD, participants attending an education, training or development activity are required to prepare a written report on the activity for presentation and discussion at Staff and Board meetings. The report will include, where appropriate, an assessment of the activity with regard to the quality of information presented, its relevance to TasCAHRD, and its suitability for other potential participants.
6. A copy of all reports produced will be kept in the professional development section of the relevant personal file.
7. The Chief Executive Officer/President must approve all staff development activities in advance.
8. TasCAHRD will support employees undertaking further education activities, provided the studies are relevant to the employee's current or planned workload, and that resources are available to support these studies. A maximum of four hours per week study leave may be approved by the Chief Executive Officer for full-time employees and on a pro-rata basis for part-time employees.
9. Information on forthcoming staff development activities will be included in circulated mail.

Approved: 15 July 1995

Amended: 21 April 2004

Policy: HRM-08