



Professional and Personal Development Policy

Scope

This policy applies to all employees of Atwea College on fixed-term or permanent appointments.

Casual employees employed under Schedule 3 of the current Atwea College Enterprise Agreement 2025 are covered by the professional development requirements within their schedule.

Purpose

The policy details Atwea's commitment in encouraging and supporting employees in the professional and personal development.

Definitions

CEO:	Chief Executive Officer
Continuing Professional Development (CPD):	the intentional maintenance and development of the knowledge and skills needed to perform in a professional context.
Personal Development:	any skill or capability that you want to develop to improve your individual self.
Professional Development (PD)	the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of employees about their role and responsibilities. Professional development activities build on the collective knowledge and experience of employees and provide employees with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities.
Eligibility Criteria	Fixed term or permanently employed by Atwea. Relevant to their role/responsibility

Policy



Atwea will provide professional and personal development opportunities relevant to their roles and responsibilities consistent with the defined eligibility criteria and Atwea budget.

Related documents, forms, and legislation

Atwea College Enterprise Agreement 2025

PC-PR-021 Professional and Personal Development Procedure

PC-FO-021a Application form Professional and Personal Development

PC-FO-021b Application Form Study Leave

PC-AG-021 Administrative Guidelines Professional and Personal Development

Review

This policy review period is two (2) years

