

PROFESSIONAL DEVELOPMENT PROCEDURE

Section	People and Organisation Development		
Approval Date	18.01.2016	Approved by	Executive Team
Next Review	14.07.2023	Responsibility	Manager - People and Organisation Development
Last Reviewed	14.07.2020	Key Evaluation Question	6

PURPOSE

To outline how NMIT team members apply to undertake professional development.

For NMIT to be successful we have to aim to be the best at what we do. This means that all colleagues whether members of a business support team or a tutor are qualified and up to date in their specialist area. Employers expect us to be at the forefront of knowledge development and so participation in research, familiarity with new processes and openness to latest thinking are key to NMIT's reputation. To attract funds, whether for research or to develop NMIT, it is essential we can demonstrate our commitment to moving forward and providing learning that prepares students for the future.

SCOPE

All NMIT team members.

DEFINITIONS

Manager	A NMIT team member's primary manager
Professional Development	The activities that constitute professional development are wide-ranging. They may include workshops, seminars, attendance at conferences, membership of user-groups or reading about the latest developments in a subject or business area. For example many managers attend various development groups around the country and this adds to the intellectual capital of the Institute. Similarly some teams will organise regular update sessions for members and this too adds to the sum of our institutional knowledge and may be recorded.

RESPONSIBILITY

MANAGER:

- Assess professional development needs within the Area/Team on an annual basis.
- Prioritise professional development activities within available budget.
- Agree expenditure and approve reimbursements
- Monitor completion of professional development and notify the NMIT team member of

repayments required in the event of unsuccessful completion of approved professional development.

- Direct NMIT team members to undertake professional development where necessary.
- Make arrangements to release NMIT team members for professional development in accordance with employment contracts and with due regard for operational requirements.

EMPLOYEE:

- Plan the use of professional development time with the manager with due regard to operational requirements.
- Claim financial assistance for agreed professional development and provide evidence of acceptance of enrolment and payments made.
- Provide managers with proof of successful completion of agreed professional development.
- Repay one third of the assistance received should the professional development activity not be successfully completed.
- Repay all disbursements made by the institute which relate to a calendar year, should the staff member resign from NMIT during that year.
- Meet the cost of any re-sits.

PROFESSIONAL DEVELOPMENT PRINCIPLES

NMIT team members are required to participate in annual professional development and performance processes (refer *Performance Appraisal*), which assists with career development within the context of NMIT priorities. Professional development activities identified as being necessary can be applied for throughout the year at the discretion of the team member's manager.

This assistance for professional development is treated separately to any NMIT fees discount (refer *Discounted Tuition Fees*). However, courses and programmes for which a staff member has received a fees discount may form part of that team member's negotiated professional development and performance review.

Evidence of payment and acceptance of enrolment must be provided before reimbursement is paid.

In the event of unsuccessful completion, one third of the financial assistance given will be deducted from salary or paid directly to NMIT by the staff member.

Staff members may undertake professional development in their own time. Where there is not a cost for PD team members may be eligible for PD days. Refer to Individual Agreement or Collective under the heading Professional Development for entitlement for these details.

REIMBURSEMENT OF EXPENSES OTHER THAN COURSE FEES

Reimbursement of costs other than course fees, including the cost of travel and accommodation, require the written approval of the manager.

A claim for appropriate reimbursement is to be made with the primary manager's approval. Claims must include the Code in order to facilitate whole of NMIT tracking capability of development activities. Claims will not be accepted without this code.

PROCEDURE

	ACTIONS	Responsibility
1	Discuss with your manager the PD you wish to complete. This will include an outline of the PD and costing.	Employee
2	For Conferences/Meetings (with verbal approval): Process the expense via unimarket to enable NMIT to pay the payee directly, or complete an Expense Claim form if you have paid the costs. For NZCATT and Research Courses: Provide completed enrolment form to Information and Enrolments Team to create a course fee invoice which will then go through Flowingly to be actioned by your Manager for payment.	Programme Administrators Information and Enrolments Team
3	The Manager approves/declines request: a. If approved - Manager confirms what budget will pay for the costs b. If declined - Manager will advise Employee	Manager
4	If approved, the Finance team will pay the invoice or reimburse the Employee	Finance

REFERENCES

INTERNAL

Collective Agreements (TIASA and TEU)
Individual agreements
[Discounted Tuition Fees](#)
[Performance Appraisal](#)
[Recruitment, Selection and Appointments Procedure](#)