



Australian College for Excellence(ACE)

Achieve your goals through excellence

ABN No: 99 625 415 849 RTO No: 45577 CRICOS No: 03823C



ACE Professional Development Policy & Procedure

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 1	



DOCUMENT DETAILS

Policy Name: Professional Development Policy & Procedure	Published Date May 2020	Last Reviewed September 2021
Manage By: RTO Manager	Approved By: CEO	
Document uncontrolled when printed		

LEGISLATIVE CONTEXT

Standards for Registered Training Organisations (RTOs) 2015; Clause 1.16

ELICOS Standards 2018; Standard P6.8

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 2	



Table of Contents

DOCUMENT DETAILS	2
LEGISLATIVE CONTEXT	2
PURPOSE	4
SCOPE	4
OBJECTIVE	4
DEFINITIONS	4
POLICY	5
PROCESS	5
PROFESSIONAL DEVELOPMENT PLAN	6
PROFESSIONAL DEVELOPMENT ACTIVITIES	6
MEASURES OF PROFESSIONAL DEVELOPMENT	7
PD LOG	8
RESPONSIBILITY	9
ASSOCIATED DOCUMENTS	10
VERSION CONTROL RECORD	10

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 3	



Professional Development Policy & Procedure

PURPOSE

The purpose of the Professional Development Policy is to encourage and support Academic Staff at ACE to actively pursue their professional and career development as an integral element of their service with ACE. The PD of a staff is to enhance the capacity of the College Staff Member through continuous growth in vocational and ELICOS education and contributes to job satisfaction, workplace productivity, reward and recognition.

SCOPE

This policy applies to all VET and ELICOS Teaching Staff at ACE.

OBJECTIVE

The policy ensures that staff are identified and addressed for professional development needs related to teaching or organisational requirements, to promote and enhance the quality and enhance the quality of student learning through a process of continuing professional development of academic staff and to develop the opportunity for academic staff to reflect upon and develop their teaching role with the support of their peers.

DEFINITIONS

Professional Development – Professional Development (PD) means activities that develop and/or maintain an individual's skills and knowledge that includes both formal and informal activities such as participation in courses, workshops, seminars, conferences, or formal learning programs; participation in mentoring, professional associations or other learning networks; personal development through individual research or reading of publications or other relevant information; participation in moderation or validation activities; and participation in industry release schemes.

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 4	



Vocational Education and Training (VET) – VET provides education and training that focuses on providing skills for work.

ELICOS – English Language Intensive Courses for Overseas Students (ELICOS).

Validation – The action of checking or proving the validity or accuracy of something.

Professional Learning Networks - A learning network represents any group who engages in collaborative learning with others outside of their everyday community of practice with the improving outcomes.

Trainers, Assessors and ELICOS Teachers – Staff who are involving in the teaching and assessing activities at ACE including new employees, long-term staff, subcontractors and third-party providers.

POLICY

This policy ensures that all ACE Trainers and/or Assessors & Teachers are given the opportunity to maintain and update skills and knowledge relating to delivering training and assessment services. The professional development of Trainers and/or Assessors & Teachers ensures continued development of knowledge and skills in their relevant industry area and across the training industry.

PROCESS

The professional development activities are scheduled and completed by all Trainer/Assessors and Teachers at ACE. All the academic staff are required to complete a minimum of three (3) forms of Professional Development Activities throughout a calendar year and maintain evidence of this Professional Development for compliance purposes. During the Staff Induction period at ACE conducted by ELICOS Coordinator / Training Manager / RTO Manager, all academic staff will be

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 5	



provided with the information on Professional Development Program and Activities & their responsibilities to maintain their currency in their role.

PROFESSIONAL DEVELOPMENT PLAN

ACE developed and implemented a Schedule or a Professional Development Plan and provided to all the Trainers/Assessors and Teachers to complete the plan for the prospective PD activities for the upcoming twelve (12) months.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Vocational competency must be considered on an industry-by-industry basis and with reference to any guidance provided in the relevant training package or accredited course. ELICOS English Teachers are required to participate in the Professional Development Activities each year and maintain their PD activities ongoing throughout their journey at ACE.

Professional Development Activities contributing to the Trainers/Assessors & Teachers to demonstrate their currency include:

- Attendance at relevant PD activities
- Participation in networks, communities of practice or mentoring activities
- Participation in industry release schemes
- Personal development through the reading of journals
- Participation in projects with industry, and
- Shadowing or working closely with other trainers and assessors

All academic staff members are expected to engage annually in some professional development activity. Development activities should be in alignment both with the College's longer term institutional development plans and individual member's interests within their discipline or the scholarship of learning and teaching. This includes but is not limited to:

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 6	



- Attendance at conferences regarding their discipline or the teaching VET or ELICOS Course.
- The conduct of research and subsequent publishing of material related to the individual's primary role, discipline, or tertiary learning/teaching scholarship.
- General understanding of issues related to college work culture through individual profiling group workshops and other modes of team building.
- Development of teaching and learning capacities in formal and semi-formal tertiary education
- Support of teaching through library and IT resources, computer program learning.
- Enrolment in formal courses with a view to enhancing the capacity to teach or supervise at the highest levels.
- Enrolment in formal courses with a view to enhancing vocational capacity
- Creation of services, studies and research reports that attract external grants
- Exposure to other institutions through embedding in their teaching or research programs.

MEASURES OF PROFESSIONAL DEVELOPMENT

Satisfactory progress in the staff member's role is measured through the evidence provided in an annual performance appraisal and forms the base line for measuring professional development. Staff members are encouraged to disclose any relevant personal particulars which may have had a bearing on their performance in a particular evaluation period.

Professional development is demonstrated through a portfolio which can sustain a member's claim of progress within that role in terms of achievements in more than one of the following areas across any particular year:

- New units designed or existing units revised and developed in content or mode
- Peer reviewed articles, whole books or chapters of books edited or written and published
- Internal or external courses completed for personal development
- Conference attendance and presentations made
- Moderation of internal and external units for other institutions

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 7	



- Policy development or development of structures or processes to enhance student experience
- Supervision of postgraduate research candidates
- Examination of these internal and external
- Research projects taken up through grants.
- Membership of an industry body
- Upgrading of qualifications
- Specific training package workshops
- Government / Industry run workshops on training topics / compliance requirements
- Attendance at meetings held by Industry Bodies
- Attendance at Seminars / Conferences / Webinars arranged or advised by ACE.

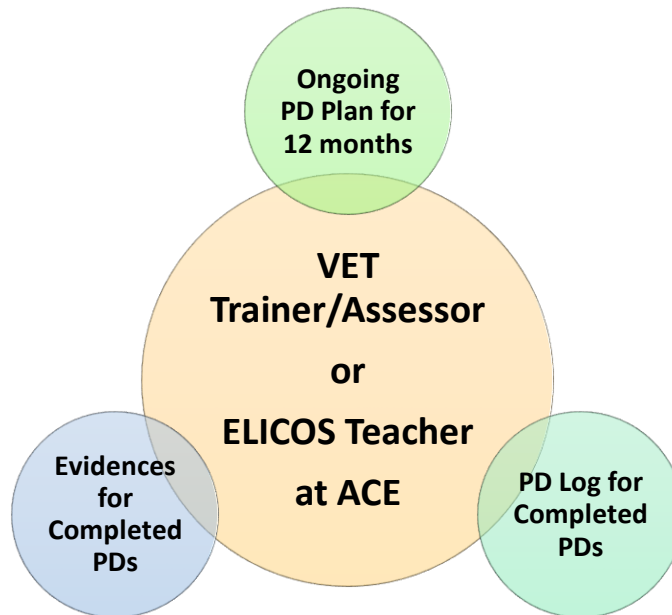
All Professional Development activities must be supported with evidence of the activity undertaken. This evidence may include:

- Agendas and Minutes of a network meeting
- Agendas and Minutes of meeting held at ACE
- Evidence of completion / enrolment of formal training
- Summary of information received at industry specific meeting
- Evidence of attendance at informal training sessions / workshops and content covered

PD LOG

Each Professional Development Activity is to be recorded by the Trainer/Assessor or Teacher at ACE using “Professional Development Log (PD Log)”. The recording of this information is to be completed within one week of the activity being undertaken and maintained on the ‘Trainer/Assessor or Teacher file’. The PD Log is to be monitored regularly by the CEO to ensure all academic staff are completing these PD activities as required. As a part of the “Staff Appraisals’ Process this PD Log is to be monitored to ensure relevant activities are being planned and undertaken. The PD Log must be kept on each academic staff member’s file and must be current at all times.

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000	RTO No: 45577	CRICOS Code: 03823C	Page 8	



RESPONSIBILITY

VET Trainer/Assessor & ELICOS Teacher is responsible for:

- Completing the PD Plan for next 12 months and always maintain their PD Plan current.
- Engaging themselves throughout their journey at ACE with at least three (3) forms of PD Activities in each year.
- Completing their PD Log with supporting evidence.

Training Manager & ELICOS Coordinator, RTO Manager are responsible for:

- Ensuring to provide the detailed information about the requirement of maintaining PD Plan, PD Log and supporting evidence to the Trainers / Assessors & ELICOS Teachers during their induction program.
- Ensuring the currency of each Trainer/Assessor & ELICOS Teachers' file at ACE.

Professional Development Policy and Procedure	Last Reviewed: September 2021	Managed By: RTO Manager	Approved By: CEO	V2.0
Australian College for Excellence (ACE) Level M, 406 Collins Street, Melbourne VIC 3000		RTO No: 45577	CRICOS Code: 03823C	Page 9



CEO is responsible for:

- Scheduling PD activities to all Trainers/Assessors & ELICOS Teachers at ACE
- Ensuring that all the Trainer/Assessors are completing the PD activities
- Maintaining evidence of ACE Academic Staff Professional Development for compliance purposes.

ASSOCIATED DOCUMENTS

1. PD Plan
2. PD Log
3. Supporting Evidence of PD Log for Academic Staff
4. Staff Induction Checklist
5. Staff Handbook

VERSION CONTROL RECORD

Date	Version	Revision Description
20/04/2018	D0.01	Policy Created
16/05/2020	V1.0	Published
02/09/2021	V2.0	Reviewed & Updated