



# **SAFEWORK SA**

## **LEARNING AND DEVELOPMENT POLICY**

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## DOCUMENT CONTROL SHEET

### Document Details

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### Contact Person

(for enquiries or amendments)

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### Endorsed

Executive Director  
SafeWork SA  
/ /

## **POLICY**

### **Background**

SafeWork SA is committed to developing a highly skilled and flexible workforce that supports the achievement of SafeWork SA's business objectives.

This policy guides SafeWork SA learning and development in alignment with the Attorney General's Department Performance Development Policy and the Performance Review and Development process.

### **Legislative Mandate**

*Public Sector Act 2009*

*Work Health and Safety Act 2012 (SA)*

South Australian Public Sector Wages Parity Enterprise Agreement: Salaried 2014

### **Policy Intent/Purpose**

The purpose of this policy is to ensure learning and development activities are of mutual benefit to both SafeWork SA and the individual. It ensures manager, employee and Corporate Services Training consultation when establishing the best options to agree upon.

SafeWork SA is committed to ensure they identify the most suitable solution to address gaps in skills, knowledge and behaviours and will actively work to identify and implement sustainable solutions which support managers and employees to meet agency requirements.

Where learning and development is identified and mutually agreed upon, a partnership is required by the manager and their employee:

- The manager must ensure fair and equitable access to learning and development and consider resource commitment (budget, time and people) and the potential benefits
- The employee must remain responsible for initiating and completing the agreed learning and development activity, taking into account SafeWork SA business needs
- Managers of internal trainers must adequately ensure the resources required to develop and deliver in-house learning and development activities that are identified essential for developing the SafeWork SA workforce are available.

### **Scope**

This policy applies to all SafeWork SA employees. It does not apply to temporary agency employees, consultants, short term contractors, labour hire workers, volunteers or work experience placements. Development opportunities for these groups reside with their own respective agencies.

### **Aims**

The aim of this policy is to:

- Align learning and development to the Performance and Review Development (12 Month) Plan to build capabilities for SafeWork SA business continuity and;
- Support the Premier's vision for a modern public service.

### **Planning for Learning and Development**

Step 1: Once learning and development has been identified through performance conversations, the manager and employee must agree on the best way to progress.

Consideration should be given to the activity, its delivery mode and current resourcing.

Managers and employees may consider the following:

- Corporately funded training
- Mandatory training
- Business unit funded training
- SafeWork SA Education Assistance Program
- Corporate leadership programs
- Coaching, mentoring, work shadowing
- On-the-job-training, practical work experience
- Work based projects

Step 2: Further consideration should be given to determine the suitability of the activity:

- Does it meet an agreed priority identified at Performance Review and Development process?
- What is its benefit to the employee, organisation or the department?
- What mandatory training is required for the role?
- Is it equitable and fair based on past expenditure, access and allocation against other workgroup needs?
- Is it good value for money?
- What are the resourcing impacts?
- Is training the best solution, or are other more suitable alternatives available?

### **Learning and Development Activities**

The following key learning and development activities operate at SafeWork SA:

#### Corporately funded training

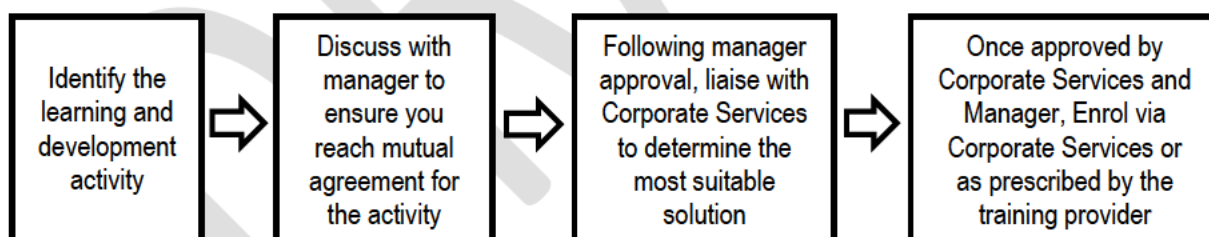
A comprehensive corporate Learning and Development Plan is developed for SafeWork SA each financial year to meet our self-insured standards. This plan sets out the entire annual corporate training program and is supported by the [SafeWork SA Training Calendar](#).

It incorporates mandatory training activities, technical and non-technical areas of learning and development required by SafeWork SA.

Corporately funded training is delivered to the organisation at no cost to the employee's business unit. Its key focus is to ensure for the capabilities necessary to address current and emergent business need.

When planning for learning and development, Corporate Services can assist by providing information and access to current opportunities and identifying training solutions with external training providers. Where issued at completion of an activity, a copy of the qualification or certificate of attendance must be provided to the Corporate Services for SafeWork SA record.

To enrol in a corporately funded training activity:



#### Mandatory training

As part of the Attorney General's corporate induction framework, several training programs are mandated and corporately funded via ELMO Learning Management (eLearning and Face to Face). These are featured in the SafeWork SA Learning and Development Plan and offered in compliance with:

- The Attorney General's Department *Work Health and Safety Matrix*
- The Attorney General's Department training schedule
- Policies and procedures

Managers are responsible for ensuring attendance at mandatory training scheduled for employees nominated for the following roles:

- First Aid Officers
- Evacuation Officers
- Health and Safety Representatives
- Contact and Peer Support Workers

### Corporate leadership programs

In recognition of high performance, managers can nominate an employee for a corporate leadership development program. These leadership development programs are coordinated through the Human Resources Unit of the Attorney General's Department and align with the Attorney General's Department Performance Matrix.

### Team funded training

Attendance at external learning and development activities other than corporate mandatory training is funded through the employee's annually allocated business unit budget.

This includes attendance at internal or external short courses, seminars, information sessions, conferences and professional development activities not listed on the SafeWork SA Learning and Development Program.

Managers are responsible for approving the request and the time needed to attend.

Once approved, employees apply for a place with the relevant provider and where issued at completion, a copy of the certificate of attendance must be provided to the Corporate Services Training within five working days for SafeWork SA record.

### SafeWork SA Education Assistance Program

SafeWork SA provides assistance for education that is identified of benefit to core business, the needs of the Department or the wider public sector.

Education endorsed by this program is a course of study that leads to the award of a qualification to include an accredited certificate, diploma, degree or post-graduate qualification offered by a tertiary or VET provider, or a recognised Government program such as the Graduate Certificate in Business (Public Sector Management Program).

Please refer to the [Education Assistance Standard Operating Procedure](#) for further guidance.

### **Cancellation and Non-attendance at Corporately Funded Training**

SafeWork SA makes a considerable investment in funding learning and development activities. Cancellations or non-attendance in enrolled activities results in inefficient use of SafeWork SA resources.

For these reasons, full course or activity fees will be charged to the team when an employee is enrolled in a mandatory or corporately funded learning and development activity and cancels less than 10 business days prior to commencement and a suitable replacement is not found to take up the booking.

This includes failure to attend internally delivered training sessions led by a provider.

In the event of illness, it is the responsibility of the manager to advise the contact person for the activity as soon as practicable. In exceptional circumstances, the Training and Resources Coordinator may at discretion waive the prescribed non-attendance cancellation fee.

### **Dissemination of policy**

All SafeWork SA employees identified in the scope of this policy will have access to the document.

### **References**

ADG Learning and Development Policy

Public Sector Values and Behaviour Framework

Charter of Public Service Guarantee

Modern Public Service Policy

SafeWork SA Business Plan 2016 - 2017

### **REVIEW**

This policy must be reviewed every 3 years from the date of issue. However, this document must be immediately modified if practices and/or procedures change.