



# Policy - Learning and Development (L&D)

*To be read in conjunction with the Procedures - Learning and Development*

## INTRODUCTION

The Attorney-General's Department (AGD) is committed to supporting the development of its employees.

The objectives of this policy are to:

- support the development of AGD employees using L&D activities which are clearly aligned to business and individual's needs, as identified in each employee's Performance Review and Development (PR&D) Plan as part of the PR&D process;
- provide assistance to employees undertaking tertiary studies in areas clearly aligned to strategic or business directions of the Department and Government priorities; and
- acknowledging that employees are responsible for their own development, and providing support.

## SCOPE

This policy and the related procedures apply to all employees of the AGD. Ministerial staff, labour hire persons, contractors, volunteers, work experience participants and placement students are not covered by this policy and the related procedures.

## POLICY POSITION

L&D activities are to be aligned with the Development Objectives and Mandatory Training identified in each AGD employee's PR&D Plan.

### **Mandatory Training**

As part of the AGD's corporate induction framework, several training programs are mandated, and corporately funded.

Elements of the mandatory training are detailed in the Learning and Development Procedures, and also in the AGD PR&D Plan and the Work Health & Safety Training Matrix.

Managers must ensure that new employees complete the mandatory training as part of their induction. Employees must be released to undertake mandatory training for the Work Health and Safety roles for which they are nominated.

### **Corporately Funded Training**

A corporate L&D Program is developed each year to support employees in building their skills and abilities in non-technical areas, to build a high performance workforce that meets current and future business needs. These activities are delivered at no cost to the employee's Business Unit.

### **Business Unit Funded Training**

Attendance at external L&D activities, other than corporately mandated training, is funded through the employee's Business Unit. This includes Study Assistance.

Business Units will manage and fund the technical skills development of their employees, in line with each employee's PR&D Plan. In general, L&D activities that are not relevant to an employee's PR&D Plan should not be supported.

## Study Assistance

Employees may apply for Departmental support to undertake university or TAFE studies aligned to their current or agreed potential work roles. The nature of the support may include paid or unpaid leave to attend study and/or financial support towards study fees. Applications are to be assessed on a semester or study period basis. Financial support will be on a reimbursement basis upon successful completion of approved study period.

Managers must consider the criteria and parameters detailed in the Learning & Development Procedures when assessing applications. If approved, funding for Study Assistance will be provided through the employee's Business Unit's budget.

## Reporting Requirements

It is important that accurate records of training activities by employees are maintained to ensure the AGD complies with its reporting obligations.

Centrally funded training for all AGD employees is recorded on CHRIS centrally.

Business Units are responsible for the recording of locally funded training on CHRIS, including study assistance, within 2 weeks of approval to ensure ongoing accuracy. If the training is not attended, the CHRIS record should be amended to retain accuracy.

## REFERENCES

This policy supports and is underpinned by the:

- *Public Sector Act 2009*
- *Work Health and Safety Act 2012*
- *Worker's Rehabilitation and Compensation Act 1986.*
- *AGD Induction Policy*
- *AGD Induction Procedure*


## DOCUMENT DETAILS AND CHANGE HISTORY

Document Name	Learning and Development Policy
Document Number	12/1314 & 13/0432
Business Unit	People Strategy
Version & Endorsed Date	1.0 DRAFT
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Previous		Changes from previous version	Author
Version	Issue date		
		<ul style="list-style-type: none"><li>• New policy created to replace Study Assistance Policy, and Training and Development Policy.</li></ul>	<i>Workforce Development, People Strategy</i>

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Endorsed by:

  
Chief Executive  
Attorney-General's Department  
Date: *25 November 2013*

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