Melbourne Metropolitan College
&
Langford English College

PPI10 Continuous Professional Development Policy and Procedure

MMC_PPI10__Continuous_Professional_Development_Policy_and_Procedure_V.3_2024
Melbourne Metropolitan College | RTO Code 40860 CRICOS Provider No 03783F | www.mmc.edu.au | enquiries@mmc.edu | Campuses: Melbourne, Adelaide, Gold Coast
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1. Table of Reference

Distribution	All staff
Related Entities	Active Transition Training Pty Ltd trading as: • Melbourne Metropolitan College • Langford English College
Related Documents	• Staff Code of Conduct • Staff induction form • MMC_PPI28_Industry_Consultation_Policy_andProcedure_V.3_2024 • MMC_PPI11_Continuous_Improvement_Policy_and_Procedure_V.3_2024 • MMC_PPI1_Access_and_Equity_Policy_and_Procedure_V.1_2024 • MMC_PPI29_Transition_of_Training_Packages_Policy_and_Procedure_V.3_2024
Statutory References	• National Vocational Education and Training Regulator Act 2011 • Standards for RTO's 2015: • National Code of Practice 2018 Standards: 1.5, 1.6, 1.13, 1.14, 1.15, 1.16 • ESOS Act 2000
Legislative context	• Commonwealth Human Rights and Equal Opportunity Commission Act 1986 • Commonwealth Disability Discrimination Act 1992 • Commonwealth Disability Standards for Education 2005 • Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 • Copyright Act 1968

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1. Policy

1. This policy is designed to ensure that Melbourne Metropolitan College (MMC) and Langford English College (LEC) is committed to ensuring all staff are encouraged to seek and/or be provided with opportunities to:

   - enhance performance in their current role

   - address anticipated changes in their current role

   - address career aspirations towards a future role

2. Continuous 4.   CPD (CPD) activities should benefit the individual staff member and MMC/LEC to enhance the skill and capacity in work performance.

3. CPD is a responsibility shared by individual staff members, MMC/LEC managers and supervisors.

4. CPD plans will be discussed and agree in consultation with the Training Manager.

5. CPD review dates will be determined in consultation with the RTO/General Manager, enabling staff sufficient time to meet their individual learning and development needs.
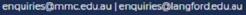
2. Purpose and Scope

1. This policy is designed to ensure that Active Transition Training MMC/LEC is able to

   - encourage, engage and facilitate creative and rewarding learning opportunities on a regular basis to ensure CPD of ATT staff, in accordance with the requirements of the Australian Skills Quality Authority, relevant funding contracts and state and federal legislation

2. This policy applies to the administration and management of 4.   CPD programs, to enhance personal and work performance, organisation and system outcomes, effective work relations and career development, in accordance with the requirements of the Standards of Registered Training Organisations and the Guidelines to VET Providers.

3. In this policy "staff" is defined to include both employees and all contractors providing services on behalf of MMC/LEC.

4. This Policy should be read in conjunction with the following MMC/LEC Policies and Procedures:

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- Industry Consultation

- Continuous Improvement

- Access and Equity

- Student Support Services
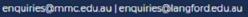
- Training Package Transition

- Internal Audit

3. Procedure

1. The RTO/General Manager will encourage participation in and support, and provide as may be required, 4. CPD opportunities to ensure staff members have the capacity to fulfill their roles and responsibilities

2. The RTO/General Manager will invite staff members to discuss and develop a 4. CPD Plan and ensure they are provided with sufficient time to undertake the agreed activities.

3. All staff will be provided with opportunities to attend external seminars and workshops that are relevant to their areas of expertise where necessary.

4. MMC/LEC will conduct 4. CPD workshops and assessment validation sessions according to necessary requirements and planning. These workshops are designed to provide staff with update information on changes to ATT and the VET sector as appropriate. Where appropriate staff will be provided with all information and additional resources discussed to these workshops.

5. 4. CPD Plans will be reviewed bi-annually to:
   - Assess progress
   - Reflect on learning
   - Identify any objectives that may require review
   - Make improvements/additions/amendments as required by changes in work practices, vocational competencies, industry requirements, regulations or continuous improvement practices.

6. It is the responsibility of individual staff members to record and report on their 4. CPD activities and provide evidence of participation and certificates as may be applicable.

7. Trainers and Assessors are required to at all times maintain as a "live document" a 4. CPD Record, in their Trainer Matrix, that reflects the currency of their skills and knowledge in three key areas:

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- vocational
- training and assessment
- industry relevance

8. The 4. CPD Record is a record of activities that support currency in all three practices.

9. All entries must be evidence based. This may include but not limited to:
   - Evidence of Registration or Participation in seminar(s) or workshop(s)
   - Industry Consultation Form(s)
   - Employer written verification or pay slip for vocational participation

4. Responsibilities

The RTO/General Manager will be responsible in ensuring all Trainer Assessors are up-to-date with their 4.CPD. All other staff will share the responsibility of their 4. CPD against their job role and KPI's with the RTO/General Manager.

5. Version Revisions

12 months from the date of this version, or as required.

6. Review Date

Version Number	Date	Reason for change	Prepared By	Approved By
V.3	20/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)

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