

Staff Development and Training Policy

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1. Purpose

- a. This policy affirms the University's commitment to staff development and training as a key component of the performance review and development process.
- b. It sets out the required training to be completed by staff.

2. Scope

This policy applies to all staff.

3. Definitions

Required training	training which has been deemed by the University as essential for staff to complete, to enable them to perform their roles safely, to comply with organisational policy and/or legislative requirements.
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4. Policy statement

The University is committed to the provision of training and career development opportunities for all University staff in order to:

- a. support the performance review and development framework described in clause 27.1 of the Flinders University Enterprise Agreement 2023 to 2026 or its successors (University's Enterprise Agreement)
- b. achieve a more skilled and flexible workforce
- c. promote improved performance and efficiency
- d. assist staff to extend and enhance their capabilities in key areas for the University
- e. assist staff to meet changed and emerging workforce demands
- f. ensure the University meets its legislative and compliance requirements, and
- g. support work health and safety, equal opportunity, diversity and inclusion policies.

4.1. Required training

- a. Required training, exemptions and refresher periods are specified in the Required Training Register. Requirements may vary based on the staff member's role and may change over time based on the University's needs.
- b. Staff members are responsible for completing the required training for their role within the specified timeframe, or as otherwise directed by their supervisor or other senior manager.
- c. Supervisors must discuss required training with their staff and ensure their staff understand and have completed all requirements within the specified timeframe.
- d. Failure to complete required training may result in:
 - i. the staff member's employment being terminated, if during the probationary period
 - ii. a delay to the staff member's incremental progression to the next salary step under the University's Enterprise Agreement; or
 - iii. other disciplinary action under Part 6 of the University's Enterprise Agreement

5. Supporting resources

Required Training Register

[Work Health and Safety Training and Induction Procedures](#)

[WHS Training Needs Analysis and Plan](#)

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Responsible Officer	Director, People and Culture
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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