

**RMIT INTERNATIONAL UNIVERSITY VIETNAM
POLICY ON STAFF DEVELOPMENT**

Policy Group:	A: Organisation, Structure, Governance and Management		
Relevant Vietnam Govt. Legislation	Not Applicable		
Policy Reference and Version No.:	VE.004.0		
Commencement Date:	1 December 2003	Review Date:	Five years from the Commencement Date.

POLICY STATEMENT

Intent:	Staff development is the primary means by which the University can ensure that the talented staff recruited to the University are fully equipped with the skills required to achieve the University's corporate objectives <u>and to meet any regulatory requirements.</u>
Scope:	The policy is University wide. There shall be no exemption.
Objectives:	<p>1. Staff development benefits the individual staff member and the team in which the staff member works, through enhancing the staff member's confidence and ability to contribute. Staff development strategies and activities are planned in partnership between staff and their supervisors as part of the workplanning process.</p> <p>2. Staff development at the University occurs through a range of formal and informal work-related activities. These can include coaching, mentoring, industry placement, <u>university-wide learning</u> and development programs, institutional exchange, international experience, award courses, job rotation, attendance at conferences, leadership programs, professional reading, research, acting in a different position or being on a committee. Staff Development can be driven by various factors including:</p> <ul style="list-style-type: none"> • The University's strategic directions • Department business plans • Individual career plans • Performance review • External stakeholder initiatives and requirements • Team needs <p>3. The University recognises that staff bring to their work a great deal of knowledge and a wide range of experiences. The University is committed to providing a framework which gives all staff the opportunity to develop further in order to achieve corporate strategic goals, and in doing so, become widely recognised for their "talent, creativity, motivation and practical approach to problem solving".</p> <p>4. All staff are required and encouraged to take responsibility for their own learning, to develop personal goals, to record and reflect on their</p>

	<p>own development and to assist in developing others.</p> <p>5. A clear staff development framework will facilitate a more systematic approach to ensuring that staff have the most appropriate skills base from which to achieve strategic goals. This framework must build on the workplanning process and be aligned with all levels of planning and review at the University.</p> <p>6. Staff development will optimise the contribution of staff to meeting the University's goals through creating:</p> <ul style="list-style-type: none"> • confident and competent staff with the knowledge and skills to carry out their current work and the capacity to be creative, to initiate and implement change and to prepare for future roles • enhanced team development and staff satisfaction, which increases the capacity to share new ideas and best practice across the University • sustainability of improvements and flexibility and adaptability in the University • improved quality of service delivery • increased student and client and community satisfaction • continuous improvement in the aligning of staff skills to achieve strategic goals
<p>Definitions and Acronyms:</p>	<p>The University – RMIT International University Vietnam Board of Management – RMIT International University Board of Management. Management Group – The President, Vice Presidents and Managers of RMIT International University Vietnam.</p>
<p>Policy Provisions:</p>	<p>Policy Framework There shall be only one level of policy - University-wide.</p> <p>The policy shall be approved by RMIT International University Vietnam's Board of Management</p> <p>Minor nomenclature changes or clarifications of wording shall be approved by the President</p> <p>Procedures shall be consistent with the policies to which they refer. Any proposed changes to legislation shall be identified as part of the draft policy process.</p> <p>The President is empowered to distribute interim policy pronouncements in situations where a university policy must be established in a time period too short to permit the completion of the standard process. Such interim policies may remain in force up to six months from the date of approval. Interim policies need not be issued in the standard template format but must be clearly marked, with an expiration date, as temporary.</p> <p>Standards, codes, charters, best practice guidelines which have University-wide application shall be submitted to the President for</p>

approval and the RMIT International University Vietnam Board of Management for noting and shall always be mandated through an associated policy. When such documents are submitted to the RMIT International University Vietnam Board of Management the resolution shall make it clear to which policy the document will be appended as a procedure or guideline.

Policies, Procedures and Guidelines etc. shall be promulgated and published as RMIT International University Vietnam Policy only following approval by the designated approval authority, with the approval date, resolution number and document details included in the Revision History. Policies shall be reviewed every five years or earlier if new legislation or if exceptional circumstances make it appropriate.

Policy Procedures

Draft procedures to support this policy shall be developed by the Policy Delegate and circulated to the Management Group and then staff by way of consultation and feedback. The procedure shall be submitted to the President for approval and the Board of Management for noting.

Policy Implementation Plan

Following approval of this policy, the Manager People Services will distribute a copy to the President, Vice Presidents and Managers, ensure that an electronic version is posted on the University intranet, or otherwise ensure that the policy is available to all staff through electronic means.

Supporting procedures shall be developed by the Manager, People Services. Following consultation with the Management Group and staff be submitted to the President for approval and the Board of Management for noting.

Supporting/Related documents:	
Key Words for Search Engine:	Policy, Human Resource, Staff, Development
Answers to FAQ's:	
Supporting Guidelines:	Staff Development Procedures

ACCOUNTABILITIES	
Implementation:	Manager, People Services
Compliance:	Vice Presidents, Managers

Monitoring and Evaluation:	1.	Manager, People Services		
	2.			
Development/Review:	1.	Manager, People Services		
	2.			
Approval Authority:	RMIT International University Vietnam Board of Management			
Interpretation and Advice:	Manager, People Services			
WHO SHOULD KNOW THIS POLICY?				
Vice Presidents, Managers				
EFFECTIVENESS OF THIS POLICY				
Performance Indicator(s):	% of RMIT International University Vietnam staff undertaking development programs and/or activities. No. of queries/problems raised in regard to existing policies			
Revision Ref. No.	Approved/ Rescinded	Date	Who	Document Reference
1.0	Approved	24/11/03	Board of Management	