

Study and Professional Development Leave

Policy Number 3.110

Policy Function Human Resources

Issue Date 30 August 2020

Summary The purpose of this policy is to provide information and guidance to managers and employees on applying for, approval of, administration and management of study or professional development leave including:

- Internal Education and Training
- Study leave for Tertiary Study
- External Conferences, Seminars or Short Courses

Responsible Officer Executive Director Corporate Services

Applicable Sites

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Youth Justice NSW)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 3.110 (Nov 2016; Nov 2011; Oct 2006)

Change Summary

- Update policy title from Leave to Attend Education and Training Activities;
- Recording details in Health Roster as per [PD2019_010 Leave Matters for NSW Health Service](#) Section 6 Development and Study Leave;
- Reflect the *Towards Success Strategy*; and
- Amendment of related forms and tip sheets.

HPRM Reference POLJH/3110

Authorised by Chief Executive, Justice Health and Forensic Mental Health Network

1. Preface

This policy provides the policy and procedures regarding staff eligibility, approval and management of leave to attend education and training activities to staff and managers of Justice Health and Forensic Mental Health Network (the Network). Examples include:

- Internal education and training (including Ministry of Health (The Ministry) mandatory and CE directed training).
- Tertiary study programs.
- External conferences, seminars or short courses.

This policy does not apply to:

- staff covered by awards or determinations that specify study leave arrangements, i.e. Visiting Medical Officers (VMOs);
- Senior Medical Practitioners or the Ministry employees;
- Health executive service;
- Staff specialists (TESL); or
- Clinical academics.

2. Policy Content

Study and Professional Development Leave is at the discretion of the Network through the employee's line manager. Approved study and development activities must be relevant to the professional development of the staff member's role and be of benefit to the Network.

Leave is not required for the following types of employer supported activities that are undertaken on a routine basis and at which the employees are considered to be "on duty" such as:

- Mandatory training
- Development activities identified and approved in the employees development plan
- NSW Health courses or development activities

Equity guiding statement

The Network supports equity of access to education and training options that is underpinned by an approval process that identifies the training needs of the individual as it relates to the operational needs of the staff member's current position.

Managers should ensure fairness and consider equity in approving education and training applications for all staff. This may mean that a staff member's application will only be approved once consideration has been given to participation in recent training and the needs of other staff who have not participated in prioritised training.

Managers should not view the cost of travel as a reason to deny approval to staff in rural and remote settings in order to support equity of opportunity for rural and remote staff.

2.1. Mandatory Requirements.

- Staff must be 100% compliant with mandatory training or currently enrolled to complete face-to-face mandatory training in order to open up the learning gates to additional training
- Approval to attend education and training activities must be relevant to the professional development of the staff member as indicated in their annual professional development review (PDR) plan.
- Only personal or professional development that aligns with the Networks strategic direction will be funded or supported with leave.
- Leave for attending education and training activities must be approved in accordance with the Network policy [2.022 Delegations Authority](#).
- Permanent and temporary staff (whether full-time or part-time) are eligible to apply for study or development leave. Leave will be considered for approval based on the Network's requirements and staff training needs, on a pro rata basis.
- Casual staff and contingent workers are not entitled to attend education and training activities other than the Ministry mandatory training and CE mandated training for their role.
- Staff enrolled in the Graduate Nurse Program must not be given leave to attend additional internal non mandatory training courses outside their Graduate Program, or external training leave to attend conferences, seminars, or courses etc.

2.1.2 Travel

- Staff members undertaking official travel within Australia or overseas must abide by applicable conditions and administrative procedures outlined in NSW Health [PD2016_010 Official Travel](#) and [PD2019_016 CabCharge FastCard and Fast eTicket and Ridesharing Policy](#)
- All official travel bookings must be made through the NSW Government approved supplier by approved travel arrangers.

2.1.3 Cost

- Cost sharing between the Network and applicants seeking to attend an external conference, seminar or course should be discussed and agreed on prior to approval. Decisions in relation to approving costs associated with attending external conferences, seminars or courses must be made in the context of the budget and expected benefits to the organisation taking into account the staff member's past access to education and training opportunities.

2.1.4 Tertiary study leave

- A maximum of ten days per academic year or five days accrued per semester of tertiary study leave may be approved in accordance with NSW Health [PD2019_010 Leave Matters for the NSW Health Service](#) (section 6). Tertiary study leave must not be approved for failed or repeated subjects.
- All fees/costs associated with tertiary studies are the responsibility of the staff member. This includes course fees and fees associated with other educational activities such as: HECS fees, tutorial fees, travel costs to and from place of work and educational institution, accommodation at residential schools, stationery and text books.

2.1.5 Documentation and recording in rostering system

- All documentation created for the purpose of applying for, or approving education and training activities must be retained, managed and disposed of in accordance with the Network policy [2.014 Corporate Records Management](#).
- All leave records are to be scanned into the staff member's Electronic Document and Records Management System (HPRM) personal file
- Recording development and study activities in rostering and payroll systems Health Roster ([PD 2019_010](#))
 - Tertiary Study Leave is recorded as "Tertiary Study leave" this includes distance or online tertiary education
 - Seminars and short courses are recorded as "Short Course Leave External"
 - Conferences external to the Network are recorded as 'Conference Leave External'

2.1.6 Scholarships

- From time to time the Network identifies priority areas where a scholarship or other forms of financial assistance may be offered. In such cases, approved applicants will be provided with a formal agreement outlining the financial and other obligations of staff and the Network.

2.2. Implementation - Roles and Responsibilities

The following are the key roles and responsibilities in the application, approval and management of leave to attend education and training activities:

2.2.1 Employees

Each staff member is responsible for:

- Ensuring they are compliant with mandatory training and CE directed training prior to applying to participate in additional education and training activities.
- Working with their manager to identify education and training needs during or following a professional performance review (PDR).
- Providing all necessary documentation to attend the activity and to follow up on the approval/non-approval of their application with their manager.
- Informing their manager, as early as practicable, of their inability to attend scheduled activities to ensure that travel and accommodation are cancelled and that other staff may take up the opportunity.
- Informing their manager, of any partial or non-attendance at an approved course(s) after departure for the course, e.g. sick leave or urgent family matters.
- Ensuring appropriate handover of any clinical, management or administrative duties prior to leave.
- Sharing the knowledge gained with their team/unit through utilising new skills, staff meetings/in-services or other educational activities.
- Confirming their pending approval/enrolment/waitlist status in My Health Learning (MHL) prior to attendance for internal courses.

- Ensuring that their roster reflects the training to be attended.
- Confirming the workshop details, such as date, start time, location, and trainer(s) details prior to attendance.
- Confirming travel and accommodation requirements if applicable.

2.2.2 Managers

Managers are responsible for:

- Assessing each application for training on merit and applying equity principles to ensure fairness in internal and external training opportunities for all staff.
- Ensuring the applicant is compliant with mandatory and CE directed training when considering attendance at additional education and training activities.
- Ensuring staff training is linked to their performance development plans and in line with the development of the staff member's skills or capacity in their role(s).
- Ensuring the staff member will have the opportunity to implement any new skills or knowledge back in the workplace.
- Checking learning transcript in My Health Learning prior to approval to avoid giving approval to repeat courses.
- Assessing and mitigating the risk of compromised service delivery.
- Ensuring costs are met within the existing budget and confirming the cost centre allocated for the training.
- Ensuring the approval of leave and related travel expenses are in accordance with the Network policy [2.022 Delegations Authority](#).
- Providing written feedback to employees within 10 business days when an employee's application for external courses/conferences or tertiary leave is not approved.
- Ensuring that the Network LMS Helpdesk and the directorate travel booker are advised when staff are unable to attend an approved education and training activity.
- Coding and recording leave in the rostering system.
- Ensuring the management of all records relating to leave to participate in education and training are captured in the staff member's HPRM personal file.
- Ensuring that local process is in place for the management of assessments are captured in the staff member's HPRM personal file.

2.2.3 Education and Training Centre

The Centre is responsible for:

- Managing the Network education and training catalogue in My Health Learning.
- Providing reports on education and training activity.

2.2.4 Program Facilitators (Face to Face or Virtual delivery)

Facilitators are responsible for:

- Ensuring that all attending participants sign the attendance sheet.

- Advising participant's line manager, via email, when staff do not attend a session.
- Ensuring that program completions are made in My Health Learning.

3. Procedure Content

The following criteria/questions may be used to guide managers on whether to approve applications to attend education and training activities. Approval criteria considered by managers are not limited to this list:

- Has the applicant completed mandatory and CE directed training relevant to their position?
- Does the activity contribute to organisational goals and strategic direction/service plan/service needs/career pathway?
- Does the development activity focus on the skill/knowledge/development essential to the individual's current or potential future specified roles as identified in their annual performance review?
- Does the activity reflect a core component of the individual's professional development plan as identified in the annual performance review?
- Will there be an opportunity for the staff member to utilise the new skills or knowledge back in the workplace?
- Has the applicant implemented previous education/training outcomes into their practice and /or the workplace?
- Have there been any previous complaints about the person's engagement with training/education (e.g. disruptive behaviour, lateness)?
- What is the employment status of the applicant?
- Will service delivery requirements be compromised?
- Has the person appropriately addressed the online application questions in My Health Learning (if required)?
- Can the cost of the activity be met by the existing budget?
- Is a cost sharing arrangement between the Network and the applicant possible?

3.1. Application and Approval Process

3.1.1 Mandatory/CE Directed Training (Face-to-Face)

- Employee applies for a workshop from the catalogue in the My Health Learning.
- The workshop will specify date, start time, location, and trainer(s) details.
- Workshops will only be available for application if there are vacant places available at the time of application. The staff member is not enrolled in the course at this time.
- The manager approves the application in the My Health Learning.
- The applicant is enrolled in the course if the manager has given approval in My Health Learning, and there is an available position in the workshop.

- If the approval in the My Health Learning is made by the manager after all available positions are filled then the applicant is placed on a waiting list.
- The employee may be enrolled in the workshop from the waitlist if another applicant withdraws from the course.
- Employees are to check their own pending approval/enrolment/waitlist status in My Health Learning prior to attendance.
- Rural staff to complete [FIN401](#) *Travel Application Form* and [CORP028](#) *Request for Cab Charge Voucher Form*. These documents need to be submitted at least two weeks prior to the date the program is scheduled.

3.1.2 Internal Short Training Courses

- Staff member applies for a workshop from the catalogue in the My Health Learning.
- The workshop will specify date, start time, location, and trainer(s) details
- Workshops will only be available for application if there are vacant places available at the time of application. The staff member is not enrolled in the course at this time.
- The manager approves application in the LMS.
- The applicant is enrolled in the course if the manager has given approval in the LMS, and there is an available position in the workshop.
- If the approval in My Health Learning is made by the manager after all available positions are filled then the applicant is placed on a waiting list.
- The applicant may be enrolled in the workshop from the waitlist if another applicant withdraws from the course.
- Staff are to check their own pending approval/enrolment/waitlist status in the LMS prior to attendance.
- Rural staff to complete [FIN401](#) *Travel Application Form* and [CORP028](#) *Request for Cab Charge Voucher Form*. These documents need to be approved by the line management saved in the Corporate Records System HPRM and submitted at least two weeks prior to the date that the program is scheduled.

3.1.3 Internal Staff Development Programs (> three or more days) (Face-to-Face)

- Staff are to contact the course trainer/coordinator for information regarding the scope and workload for the course, as often these courses require work to be completed outside the workshops in the participant's own time.
- Staff member completes an Expression of Interest (EOI) and submits the EOI to their line manager for approval.
- Manager checks employees' current mandatory/CE directed training compliance – if not compliant then approval for EOI is not given.
- Manager assesses if course outcomes link to applicant's current role or potential future roles as specified in annual performance review.
- Applicant and manager ensure the course is documented in the applicant's performance development plan.

- An Expression of Interest (EOI) must be approved by the applicant's line manager and director/authorised designated officer before being sent to the course trainer/coordinator for consideration of acceptance.
- Acceptance of applicant of course participation by the designated process (e.g. course coordinator approval, panel approval, etc.).
- Course trainer/coordinator will notify all applicants of acceptance status (successful/unsuccessful) and will enrol successful participants into the course on the My Health Learning.
- On My Health Learning, the workshops will specify dates, start times, location, and trainer(s) details.
- Withdrawal from the program requires written approval of Executive Director, line management and course trainer/coordinator.
- Rural staff to complete [FIN401](#) *Travel Application Form* and [CORP028](#) *Request for Cab Charge Voucher Form*. These documents need to be approved by the line management saved in HPRM and submitted at least two weeks prior to the date the program is scheduled.
- Unless otherwise specified in the EOI the costs are allocated to the cost centre of the participant.

3.1.4 Tertiary Education Leave

- Staff member should discuss any request for tertiary study leave with his/her direct line manager to obtain support prior to commencing the approval process.
- Applicant prints and completes form [EMP143](#) *Application Form – Tertiary Study Leave*.
- Application submitted to staff member's line manager with a letter/email to support the application.
- Direct line manager reviews the application and if approved, signs the form and sends to delegated Officer Executive Director or alternate delegate for final approval.
- If the leave is not supported this requires a discussion with the employee.
- Manager completes the HPRM *Tertiary Study Leave Tracking Log* DG56911/20

3.1.5 External Conference seminar or short course – Within Australia

- Staff member should discuss any request for conference, seminar or external short course leave with his/her direct line manager to obtain support prior to commencing the approval process.
- Complete [EMP150](#) *External Conference, Seminar or Short Course Application Form*.
- All course information including location, facilitator, a copy of the abstract (if presenting a paper) and details of payment must be attached.
- If presenting at an external conference, the abstract must be approved by the relevant Co-Director, Executive Director or Network Director of Nursing and Midwifery Services (NDoNMS) prior to submitting the abstract. See policy [2.013](#) *External Conference Attendance and Presentation* for further details.

- Once form [EMP150 External Conference, Seminar or Short Course Application Form](#) is approved by the approving officer, applicant must add the activity to the My Health Learning.
- For interstate attendance, the level of approval is related to the duration of the activity. Primary approval will be from relevant Service Director(s), NDoNMS, Deputy Director Nursing and Midwifery Services, Co Directors or Executive Director. Secondary approval may be required from the Chief Executive depending duration of the leave and cost.
- It is the applicant's responsibility to pre-register for the external short course, seminar or conference.
- Accommodation and travel bookings must be completed through the employee's directorate using the NSW Government approved supplier.
- Request external training and application using the external training tab in the My Health Learning. (Tip sheet [Applying for External Course](#))
- An applicant seeking approval for official domestic travel must declare/disclose all private funding, whether provided before or after a claim is made on the Network, which may affect any claim on the health organisation for salaries and wages, leave, subsistence or travel costs.
- Within two weeks following attendance, the staff member must complete form [EMP142 Online feedback Form – External Conference, Seminar or Short Course](#).
- This form will electronically be emailed to the manager who must then place the electronic External Conference, Seminar or Short Course Feedback Form into the staff member's HPRM personal file and update the External Learning status in My Health Learning to 'Completed'.
- If The Network is supporting multiple staff to attend a course or conference the course can be set up in My Health Learning after completion of [EMP 192](#) Metadata sheet

3.1.6 External International Leave (Outside Australia)

- Staff member should discuss any request for support to attend an overseas conference, course or study tour leave with their direct line manager to obtain support in principle prior to commencing the approval process.
- Staff member should prepare a covering brief to the CE attaching:
 - Completed attachments from [PD2016_010 Official Travel](#). (Attachment 6.4 provides a checklist of the minimum information required before request can be considered).
 - All relevant information regarding the conference, course or study tour leave.
- If presenting at a conference as a representative of the Network, the abstract must be approved by the relevant Co-Director, Executive Director or NDoNMS prior to submission.
- Abstracts must be in full compliance with the Network's Style Guide (DG39184/18) and Branding Guide (DG2026/18) in order to be approved.
- All approved submissions must be sent to the Director, Communications with details of any potential for proactive publicity opportunity or any potential media or external agency

interest (refer to the Network policy [2.018 Media and Communications \(External\)](#), section 3.5 for further information).

4. Definitions

CE directed Training

Any local training requiring completion as directed by the Network CE.

Contingent Worker

A contingent worker is defined as a person working for NSW Health who is not paid through the NSW Health Payroll.

Education and training activities

Mandatory Training, internal or internally arranged education and training, conferences, seminars or short course (external), tertiary education or other registered training provider.

Educational Institution

An educational institution is any institution accredited to provide tertiary qualifications in accordance with the Australian Qualifications Framework. This includes universities, TAFE institutions and registered training Organisations (RTOs).

Mandatory Training

Training and/or education in a defined subject matter that must be undertaken by specified staff of a NSW Health entity due to:

- A legislative requirement.
- A requirement to be accredited under the National Safety and Quality Health Service Standards (NSQHSS).
- A requirement under a Policy Directive issued by The NSW Ministry of Health.

Mandatory Training for the purposes of this document does not include training and education requirements outlined in State Awards and which are a condition of employment and/or a role requirement qualification.

Must

Indicates a mandatory action to be complied with.

My Health Learning (MHL)

My Health Learning is the Learning Management System used by NSW Health for management of eLearning and face-to-face training.

Should

Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

Tertiary Study Leave

Includes leave that may be granted to undertake tertiary studies at an educational institution and includes leave for examinations.

5. Legislation and Related Documents

Legislations	<p>Health Services Act 1997</p> <p>Work Health and Safety Act 2011</p>
NSW Health Policy Directives, and Guidelines	<p>PD2019_010 Leave Matters for the NSW Health Service</p> <p>PD2016_010 Official Travel</p> <p>PD2019_016 CabCharge FastCard and FasteTicket and Ride Sharing Policy</p> <p>PD2016_048 Mandatory Training - Criteria for Approval as a NSW Health Requirement</p> <p>C2005-40 NSW Premier and Cabinet's Circular: 'Speaking and Attendance at Commercial Conferences and Seminars'</p>
Network Policies and Procedures	<p>2.005 Catering</p> <p>2.013 External Conference Attendance and Presentation</p> <p>2.014 Corporate Records Management</p> <p>2.022 Delegations Authority</p> <p>3.133 Orientation</p> <p>3.134 Mandatory Training and Chief Executive directed Training</p> <p>3.132 Performance Development & Review</p> <p>3.170 Worker's Compensation and Injury Management</p>
Network Tip Sheets	<p>Applying for an External Course or Conference</p> <p>Applying for Internal Training</p> <p>Applying for Tertiary Study Leave</p>
Network Forms	<p>EMP142 Online feedback Form – External Conference, Seminar or Short Course</p> <p>EMOP143 Tertiary Study Leave Application</p> <p>EMP150 External Conference, Seminar or Short Course Application</p> <p>FIN401 Travel Application</p> <p>CORP028 Request for Cab Charge Voucher Form</p>