

LEARNING AND DEVELOPMENT

APPROVALS

POLICY NUMBER	CORP-POL-064	DOC.ID	3141806
CATEGORY	Administrative		
POLICY OWNER	People & Performance		
APPROVAL DATE	27 April 2022	RESOLUTION NUMBER	7804

OBJECTIVE

The objective of this policy is to:

- Demonstrate IRC's commitment to its employees through personal and professional learning and development.
- Proactively encourage a learning culture that increases capability and aligns skills to organisational needs.
- Recognise the value of training as an 'investment' in employees and that the investment will lead to benefits for IRC.
- Encourage employee participation in training and ensure employees have equal access to training opportunities.
- Ensure equity, consistency and transparency in the application and management of learning and development programs and activities.
- Demonstrate IRC's commitment to ensuring identified learning and development requirements for all employees are incorporated into the annual business planning and budget process.

SCOPE

This policy applies to all employees of IRC.

DEFINITIONS

TERM / ACRONYM

MEANING

IRC	Isaac Regional Council
Training	Training is a process of acquiring knowledge and skills.
Employee	An employee, including fulltime, part-time, casual, contract, apprentice, trainee, school-based trainee, volunteer, contractor or their subcontractors performing work at Isaac Regional Council
CEO	Chief Executive Officer
P&P	People and Performance

ROLES/RESPONSIBILITIES

CEO

The CEO is responsible for:

- Ensuring support and consistent application of this policy; and
- Promoting a learning culture for employee development to enhance capabilities and skills.

Directors, Managers and Supervisors

Directors Managers and Supervisors are responsible for:

- Complying with this policy;
- Ensuring management of training requirements for their teams;
- Identifying skills gap and ensuring training and provided; and
- Communicating training requirements to P&P.

Manager P&P

The Manager P&P is responsible for:

- Ensuring consistent application of this policy;
- Ensure support and advice to management on training requirements for employees; and
- Developing and implementing IRC training programs.

Employee

Employees are responsible for:

- Complying with this policy; and
- Participate and/or attend any training provided by IRC.

POLICY STATEMENT

IRC provides a supportive work environment with a strong commitment to career progression, job fulfilment and leadership opportunities which contribute to a high performing workforce.

IRC's goal is to deliver a positive learning culture within its workplace, providing a framework for upskilling and continuous improvement of its employees' development; therefore, ensuring IRC's employee capabilities are operationally maintained.

Council recognises that learning, development and training are a continual and progressive process and that new opportunities and innovative methods must be pursued to ensure the most efficient and effective training is applied.

Training Needs Program

IRC will ensure that a Training Needs Program is implemented, well maintained and is aligned to organisational requirements, taking into consideration succession planning for future requirements.

Target Learning Opportunities

IRC aims to develop learning and development strategies to identify training opportunities for employees to enhance skills and capabilities. This will be identified through Training Needs Analysis (TNA), Workforce Planning, Career Path Programs, Regional Growth Forecast, Skills Shortages, and Legislation and Compliance.

Career Pathways

IRC aims to provide an environment that promotes continuous learning to enhance the contributions of employees, improve the quality of service and build IRC's relationship with the broader Isaac communities.

IRC recognises the benefits of developing a highly flexible, well-trained, sustainable workforce, and is committed to investing in our people by providing career pathways through supportive learning and development programs which will encompass traineeship, apprenticeship, graduate programs, cadetships, succession planning and employee-initiated professional development.

Leadership Culture

IRC aims to provide a leadership framework to develop and support frontline, management and strategic leadership. This will enable IRC's leaders to actively contribute to a values-based culture whilst inspiring team members to reach their full potential.

LEGISLATIONS AND RELATED GUIDELINES

- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulation 2011 (Qld)*
- *Further Education and Training Act 2014*
- Isaac Regional Council Certified Agreement

REFERENCES

ID	NAME
CORP-POL-118	Learning and Development Procedure
CORP-POL-030	STARS – Study Training and Research Scheme Policy
CORP-POL-060	Transition to Retirement Policy
CORP-POL-059	Succession Planning Policy
CORP-POL-001	Workplace Health and Safety Policy
CGFS-062	Travel and Accommodation Policy
CORP-PRO-015	Induction Procedure
CORP-GDS-005	USI Number
CORP-GDS-176	Verification of Competency Guideline
CORP-GDS-177	Recording Training Records into SMART Guideline
CORP-FRM-078	Request to Attend Training Form
CORP-FLW-031	Authorisation Process for Plant Operators
CORP-TMP-042	Isaac Fleet Competencies Template