



Institution	Mercury Institute of Victoria
Policy Name	Professional Development Policy
Policy Governance	Compliance Manager
Reference to Standards	Standards for RTO 2015 - Standard 1 Clause 1.16
Date of Approval	April 2022
Review Date	April 2023

PURPOSE

Each staff at Mercury Institute of Victoria is required to compile an individual professional development plan. This plan is to be reviewed annually and forms the basis for our distribution of financial support for individual professional development activities. Individual plans are developed in consultation with managers and must be approved by the Training Coordinator.

Clause 1.16 of Standards for Registered Training Organisations (RTOs) 2015 requires Mercury Institute of Victoria to ensure that all its trainers and assessors undertake professional development in fields of knowledge, practice, learning and assessment.

Approval by the CEO does not guarantee financial support for the plan but does ensure that it will be considered when financial support is distributed and will depend on our financial position.

SCOPE

This policy applies to the trainers, assessors, and other academic staff of Mercury Institute of Victoria.

POLICY

It is a requirement as a Registered Training Organisation to provide for the continued professional development of staff members. Specifically, Mercury Institute of Victoria academic team is required to apply systems to maintain and develop the professional competence of trainers and assessors and training support personnel. This includes ensuring that staff maintain the currency



of their knowledge and skills relevant to the training and assessment being delivered or the role they perform. This requirement has three specified components:

- Continued development of their vocational competence (i.e., trade/industry skills and knowledge).
- Continued development of their training and assessment competence (if applicable to the role); and
- Continued development of their awareness of applicable legislative and enterprise requirements.
- To achieve this, Mercury Institute of Victoria will implement professional development in two strategies:
 - Individual professional development, and
 - Collective professional development.

This policy aims to:

- Provide support for career advancement, so that we will retain staff who perform well.
- Prepare staff members for possible future responsibilities within Mercury Institute of Victoria.
- Enhance the standard of performance of all staff members in their current jobs.
- Maintain and increase job satisfaction.
- Improve and develop the ability of staff members to initiate and respond constructively to change.
- Maintain and continuously improve the vocational skills and knowledge of trainers and assessors.
- Provide a procedure for staff to play an active role in their professional development; and
- To ensure trainers and assessors maintain the currency of vocational skills and knowledge.

Support for professional development



The following principles guide the distribution of financial support for individual professional development:

- Mercury Institute of Victoria will provide Professional Development opportunities for training staff within the college in different administration areas/ leadership and management support.

Collective professional development

Collective professional development includes all professional development activities organised and facilitated by Mercury Institute of Victoria for the participation of all staff members. Activities that may be included in collective professional development include:

- In house training
- Attendance at workshops and seminars
- Trainers and assessors' moderation
- Induction training
- Focus groups

Professional Development is approved by Mercury Institute of Victoria Management, and offered in response to specific organisational, departmental, individual and/or legislative needs.

As per SRTOs and industry requirements to maintain currency, Trainers/Assessors need to demonstrate their currency, VET knowledge, and Trainer/Assessor knowledge through continuous professional development.

Mercury Institute of Victoria ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment on 2 occasions each calendar year as outlined in the Professional Development Plan.

Recording Professional Development

To ensure an accurate record of professional development activities, all staff members are



required to submit evidence of their professional development to administration so it can be properly recorded on the *VET Trainer and Professional Development Register*.

A *Professional Development Plan* is provided by every Trainer/Assessor during the performance review with the Training Coordinator.

Training Coordinator maintains a *VET Trainer and Professional Development Register* for every Trainer/Assessor.

Mercury Institute of Victoria encourages participation in at least one VET Knowledge or Trainer/Assessor Knowledge and at least one Industry Currency Professional Development Session.