



Professional Development Support Policy

Purpose:

The purpose of this policy is to support the ongoing professional development of the college's staff by facilitating their attainment of knowledge, skills and competences relevant to their roles and their personal and professional career development.

What's Included:

The policy covers three general categories of professional development:

- Programmes of study leading to formal accreditation
- Attendance at seminars, conferences and other programmes
- Professional membership, student registration and related fees

Who can apply?

The policy applies to permanent staff (both full-time and part-time) who have successfully completed their probationary period.

How to apply:

Staff can apply for support by completing the associated Professional Development Support Application Form and submitting it to their line manager.

Valid From: September 2021

General Terms and Conditions:

The college reserves the right to change this policy on an ongoing basis in the light of prevailing external and internal factors. Where possible, it will give ample notice of any proposed changes. Support arrangements already agreed with staff members will not be affected



Application and Consideration Process:

The following steps apply to the college's application and consideration processes:

- The staff member discusses their application for professional development support with their line manager.
- The staff member completes the **Professional Development Support Application Form** and forwards it to their Line Manager and HR department.
 - *Note: The completed form must be submitted well in advance of the start dates of any related training, conferences or membership payment deadlines. Typically, 30 days' advance notice is required.*
- The application is reviewed by the Line Manager and HR department.
- The HR department submits it to the Management Board where the final decision is made on the percentage funding.
- The HR department is notified of the management board's decision.
- The staff member is notified of the college's decision by HR, normally within 10 working days of submitting their completed application to HR
- The staff member signs a **Professional Development Support - Agreement Form** outlining the specific terms of the support provided by the college. This form is countersigned by an authorising manager (e.g. HR / Line Manager / Management Board) on behalf of the college.
- Once the MB approves a Professional Development Support Application form for a three or four-year period, there is no need for annual re-approval via Management Board, throughout the duration of the programme, unless circumstances change, but it must be formally approved by HR annually.

Selection Criteria:

Applications are considered for approval on the basis of:

- the relevance of the professional development support to the staff member's role and their personal and professional development,
- the staff member's general performance
- the needs of the department / college, and
- budgetary considerations



General Terms and Conditions:

In the case of successful applications for professional development support, the following terms and conditions generally apply.

Programmes of study leading to formal accreditation

Category A: Programmes Delivered by Griffith College

- Staff members pay 50% of the learner fees associated with the programme (or programme stage¹) in advance of programme commencement.
- On successful completion of the programme (or programme stage) by the staff member (i) the college will reimburse 30% of the learner fees associated with the programme. The staff member must provide confirmation and receipt of completion of the programme (or programme stage) to the HR department who will send this to the payroll department for processing (ii) HR will formally communicate to student fees re the programme fees payable in the current year and follow on years. Note: The same must be provided to HR every year for the programme duration.
- Example:
 - €5,000 in course fees
 - Staff pays €2,500, College funds €2,500
 - Staff member claims tax at 20% on €2,500 = €500....so their net cost of €2,000
 - On successful completion the college refunds 30% i.e. €1,500
 - Staff net cost is €500

Category B: Programmes delivered by other providers

- Staff members pay the entirety of the learner fees associated with the programme (or programme stage) in advance of programme commencement.
- On successful completion of the programme (or programme stage) by the staff member, the college will reimburse 50% of the learner fees associated with the programme. The staff member must provide confirmation and receipt of completion of the programme (or programme stage) to the HR department who will send this to the payroll department for processing. Note: The same must be provided to HR every year for the programme duration.

¹ Where programmes extend over a number of years, separate confirmation and receipt of completion of the programme should be made annually in respect of each stage for which fees are levied.



Attendance at other programmes of study, seminars and conferences

- Staff members pay the entirety of the fees associated with the programme of study, seminar, conference, or related event.
- The college will reimburse a portion or the totality of the associated fees involved as appropriate depending on the amount of the fees.

Professional membership fees / Student Registration Fees

- Staff members pay the entirety of the fees associated with their professional membership, student registration or related fees
- The college will reimburse a portion or the totality of the associated fees involved as appropriate depending on the amount of the fees.

Additional Terms and Conditions:

The following additional terms and conditions apply to specific categories of professional development support.

Programmes leading to formal accreditation – Additional Exam/ Study Leave

Staff members may be granted additional exam/ study leave to support them in their studies, completion of assessments, or sitting of examinations.

- The following scales will generally apply:
 - Five days in respect of programmes involving 60 ECTS credits (equivalent to a full academic year)
 - Pro-rata allocation in respect of shorter programmes
- In the case of staff members pursuing postgraduate/ masters' or doctoral programmes the following scales will generally apply:
 - Ten days in respect of programmes involving 90-120 ECTS credits
 - Ten days per year (up to four years) in the case of doctoral studies, with the entitlement to carry leave forward from one year to another.

Note: All exam/ study leave needs to be scheduled by the staff member in agreement with their line manager and the interests of the college



Re-imbursement of Financial Support Provided (Where a staff member resigns)

Where a staff member resigns from the college, either during or shortly after availing of professional development support, they will be required to reimburse the college in respect of the support provided.

The following scale is generally applied:

- 100% if they leave within one calendar year
- 50% if they leave within two calendar years
- 25% if they leave within three calendar years.

Notes and Special Terms and Conditions

The following notes and special terms and conditions apply to the college's professional development supports.

- Staff members supported under the college's professional development scheme are required to act professionally, by committing themselves to the learning and development opportunities presented.
- Staff members supported on Griffith College programmes are additionally expected to act as role models for the college, engaging fully, purposefully and respectfully in relation to all aspects of their programme's delivery and assessment.
- Support is not generally provided for staff members in respect of repeat examinations or assessments.
- Attendance at seminars and conferences that take place outside normal working days or working hours does not generally attract time-off in lieu of other attendance.
- Continued approval and payment of fees of a programme of study leading to formal accreditation is dependent on the staff member's performance being satisfactory as deemed by the line manager.
- Staff members whose applications are denied or not considered by their Line Manager may submit their application to a Director for separate consideration by the College.

Overall Note:

The particular support needs of staff members differ depending on their individual professional development interests and the requirements of their roles within the college. Accordingly, the



management board reserves the right to alter the extent and related terms and conditions of the specific supports, if any, it provides to individual staff members in order to best meet the requirements of the staff member involved and the college as a whole.



Professional Development Support – Application Form

Staff Member's Details

Name:	
Role / Title:	
Department / Faculty / Campus	
Start date with College	

Please complete whichever section(s) is applicable along with Section 4.

Section 1: Accredited Programmes

Programme / Award Title	
Duration	
Programme Stage / Year (if applicable)	
Awarding Institution	
Programme Fees (Overall)	
Programme Stage / Year Fees (if applicable)	

Section 2: Seminars, Conferences, Other Programmes

Nature of Event (e.g. seminar, conference)	
Provider / Organising Institution	
Duration	
Start Date	
End Date	
Overall Costs	



Section 3: Professional Membership / Student Registration Fees

Professional Body / Provider Organisation	
Period of Validity - Start Date	
Period of Validity - End Date	
Overall Costs	

Section 4:

Please provide a brief rationale for your professional development application (max 200 words)



Professional Development Support – Agreement Form

Please complete this section after management board approval. The staff member and a member of HR/MB/ Line Manager completes this section.

Staff Member's Details

Name:	
Role / Title:	
Department / Faculty / Campus	

Nature of Professional Development Support

Professional Development Support Category	Tick whichever is/are appropriate
Accredited Programmes of Study	
Seminars, Conferences and other Programmes	
Professional Membership / Registration Fees	

Nature of Supports Provided:

Financial Support (e.g. Fees)	
Additional Annual Leave Entitlements	
Any other supports	

I confirm that I have read and understand the college's Professional Development Support Policy and all its related terms and conditions.

Staff Member's Name (Please Print)	
Staff Member's Signature	



Authorising Manager's name – please print <i>(HR/ Line Manager/ MB)</i>	
Authorising Manager's signature <i>(HR/ Line Manager/ MB)</i>	
Today's date:	