

Policy Rationale

- High quality organisations and institutions guard against loss of skill and experience by successful planning and targeted staff development. Succession planning also builds morale and unity.

Policy Aims

- Build an organisation that values and actively encourages sharing of skills, knowledge and experiences with a view to future succession and staff replacement.

Procedure

CCAIE Board of Management seeks to minimise the impact of departing staff, by ensuring their skills are learned and known by others. Consequently a planned, targeted and resourced mentoring program will operate within CCAIE. It is an expectation of all staff that they:

- Share expertise.
- Are active participants in mentoring programs.
- Are both willing teachers and learners.

CCAIE highly values experienced and skilled staff members who are willing to share their abilities with others and help skill others to perform their role. CCAIE does not value 'experts' who choose not to share their 'expertise' and **such personnel will not be re-engaged at the expiration of their contracts.**

- As part of each staff member's individual professional development plan, staff will be provided with the opportunity to learn aspects of another staff member's role.
- Members of the leadership team have a responsibility to identify potential CCAIE leaders and encourage their development through in-house CCAIE or external professional leadership development.
- Staff who attend professional development are required to report their experiences to others at general staff meetings.
- Staff who become aware they will be leaving the CCAIE have an obligation to train others in areas of expertise as appropriate.

CCAIE Board of Management will budget for teacher release will assist staff to broaden their skills. This may entail staff visits to learn from staff at other RTO's.

Evaluation

- Staff opinions regarding professional development opportunities form part of the CCAIE's annual Staff Opinion Survey.
- This policy will be reviewed bi-annually.