Professional Development Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') recognises that professional development contributes to job satisfaction, wellbeing, workplace productivity and engagement, and reward and recognition. In accordance with the Charles Darwin University and Union Enterprise Agreement 2025 (the Agreement), the University is committed to providing a supportive environment for employees to increase performance and effectiveness in their current roles, and for career advancement within the University.

(2) Continuous professional development and learning are necessary to attract and maintain high-calibre professionals capable of leading the University into the future with the ability to contribute effectively to the achievement of its strategic goals.

Section 2 - Purpose

(3) This policy outlines the University's approach to equitable employee professional development.

Section 3 - Scope

(4) This policy applies to employees of the University in any area and at any time they are undertaking work, research or study related activities, including during field work, placements and external events.

Section 4 - Policy

(5) The University is committed to providing employees with opportunities to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the University, and equity of access to professional development opportunities.

(6) The University strives to foster employee wellbeing, and recognises that participation in professional development activities may support this.

Principles

(7) The University's approach to professional development is based on the following principles:

a. University and organisational unit strategic and operational plans provide high-level priority and specific focus areas for professional development activities.
b. Professional development is a responsibility shared by individual employees, supervisors, managers and organisational units, demanding commitment and resources from both the individual employee and their organisational unit.
c. The employee performance cycle and their Development and Career Plan (DCP) are the primary means for identifying and addressing the learning and development needs of employees.

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d. Professional development is an appropriate form of work activity that must be accessible by, and available to, all employees in accordance with the Equity, Diversity and Inclusion Policy.
e. Some professional development activities may be mandatory as a consequence of the Agreement, legislation and/or University governing documents.
f. Professional development activities may assist an employee in adjusting to technological and organisational change.

Employee professional development programs

(8) Information on employee professional development provided by People and Culture is located on the professional development opportunities Waterhole page. University professional development activities include, but are not limited to:

a. training provided directly by the University;
b. training from external training providers sourced through the University;
c. an education support program for participation in approved formal award courses;
d. mentoring programs provided by the University;
e. online learning courses such as LinkedIn Learning; and
f. internal transfers within the University or secondment to another employing institution in accordance with the Secondment Policy and Procedure.

(9) Additional professional development opportunities that may be available through the employees' organisational unit include, but are not limited to:

a. conference funding and/or leave;
b. workshops, seminars or short courses that do not lead to a qualification;
c. shadowing/mentoring arrangements;
d. cultivation of personal networks;
e. teaching and learning training available on Teaching and Learning Connect; and
f. return to industry and non-attendance time, in accordance with the Charles Darwin University and Union Enterprise Agreement 2025.

(10) Qualifications and licenses required by employees to obtain/maintain their role is not considered professional development, and is the responsibility of the employee to manage.

(11) From time to time, professional development opportunities will be developed to aid workforce strategies, and program places may be offered to specific cohorts to support these initiatives.

(12) Training program availability is limited. If an employee fails to attend their nominated program without giving notice, any applicable costs may be recovered from their organisational unit.

Induction

(13) As part of the University's commitment to ensuring that employees are informed about matters related to health, safety and workplace behaviours in accordance with the relevant legislations, all employees must attend or complete mandatory training activities as defined by Governance and People and Culture. A list of the mandatory training modules can be found on the Induction page of the Waterhole.

(14) Organisational units or individuals with particular responsibilities, such as employees in leadership roles, employees responsible for fieldwork, medical research or VET training, may have additional compulsory professional development and training requirements.

Section 5 - Non-compliance

(15) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(16) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(17) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

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Status and Details

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Expiry Date	Not Applicable
Responsible Executive	Shannon Holborn Vice-President Global and External Relations
Implementation Officer	Peta Preo Director People and Culture
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Glossary Terms and Definitions

"Development and Career Plan" - The Development and Career Plan (DCP) is the annual staff development and career planning process at the University