



Staff Development & Training Policy

1. Purpose

The purpose of this Staff Development & Training Policy is to outline specific procedures and performance standards to ensure the quality training and development of all employees. This policy adheres to Standard 8 of the Disability Services Standards (1993) and aims to:

- Identify and document specific employee training needs.
- Document financial resources available and utilized for employee training and development.
- Investigate and approve specific training programs.
- Identify and document work-related improvements achieved from training.

2. Scope

This policy applies to all District 360 employees, contractors, volunteers, and management.

3. Policy Statement

District 360 is dedicated to equipping all employees with the necessary training and resources to fulfill its mission and objectives. This policy seeks to achieve these goals by integrating training and development with a structured supervision process and a performance-based appraisal system, while also promoting best working practices. By doing so, the policy ensures District 360 meets its obligations under Standard 6 of the National Standards for Disability Services 2013, thereby maximizing outcomes for consumers.

4. Objectives

- Employee Training Needs: Systematically identify and document the specific training needs of each employee.
- Resource Management: Ensure proper allocation and documentation of financial resources for training and development activities.
- Program Approval: Investigate, vet, and approve training programs to ensure they meet organizational and regulatory standards.
- Work-Related Improvements: Monitor and document the improvements in work performance resulting from training.

5. Training programs

District 360 offers a variety of training programs to meet diverse employee needs, including:

- District 360 Inductions: Comprehensive induction programs for new hires.
- Online NDS eTrainU Modules: Web-based learning modules provided by NDS eTrainU.

- Online DSC Fora Training Modules: Digital training sessions facilitated through DSC Fora.
- Buddy Shifts for Complex Participants: Hands-on training experiences paired with mentors for complex cases.
- Specific Training Catered to Participants' Needs: Tailored training programs designed to meet the specific needs of our participants.
- Positive Behavior Training: Programs focused on promoting positive behavior management strategies.
- Risk Management Training: Training to identify, assess, and mitigate risks within the organization.
- Incident Management Training: Courses designed to handle and report incidents effectively.
- Restrictive Practices Training: Training on the ethical application and legal requirements for restrictive practices.

6. Procedures

The following procedures are to be implemented to ensure that the District 360 meets its policy objective of ensuring that all employees are trained and resourced to achieve the District 360's mission and objectives.

The District 360 will:

1. Establish formal induction procedures for all District 360 employees and volunteers.
2. If required buddy shifts will be organised for complex participants.
3. Organise necessary basic training for all District 360 employees and volunteers in accordance with the Policy on Work Health and Safety.
4. Identify further training and development opportunities for individual employees/staff through the formal supervision and performance review system outlined in the Performance Management and Review Policy
5. Identify management training opportunities for senior staff of the District 360.
6. Encourage and utilise industry provided training programs wherever feasible.
7. Ensure that training opportunities are properly researched, costed against budget parameters and promptly approved.
8. Maintain an Employee Training and Development Record for all District 360 employees and volunteers which includes training goals, actual training undertaken and subsequent work gains.
9. Make provision for staff training and development in the annual budget of District 360.
10. Promptly investigate, remedy and document any employee grievance regarding training and development.

7. Performance Standards

1. The following performance standards must be met to ensure that the procedures are implemented effectively:
2. All new employees have been provided with a copy of the District 360's Policy on Employee Training and Development and a staff copy of the policy is kept on the network drive assessible to employees/staff.

3. New employees and volunteers have successfully completed the induction program within one month of appointment.
4. New employees and volunteers have successfully completed the training specified in the Policy on Work Health and Safety within six months of appointment.
5. All District 360 employees have a documented further training and development plan within 12 months of appointment.
6. Training and development activities identified in the employee's training and development plan have been completed within the agreed time-frame.
7. Employee Training and Development Records have been maintained and updated for all District 360 employees.
8. Annual audit of performance documentation has been undertaken demonstrating timely feedback on performance and outcomes.
9. All training and development activities have been recorded on the individual Employee Training and Development Records, which have been collated and reported to the management committee on a quarterly basis.
10. Any grievances that have been lodged have been addressed in accordance with the training and development principles and procedures outlined in this policy and the Policy on Staff Grievances.

8. Other relevant District 360 policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant District 360 policies, including;

- Staff Induction Policy & Procedures
- Performance Management and Review Policy

Relevant Forms

- D360S_F005_F006_F007_Employee Training Log_10042022

Relevant Legislations;

- Disability Services Act 1993
- Corporate Governance Legislation-Australia
- National Standards for Disability Services – Standard 6

1. More information

If you have a query about this policy or need more information, please contact the management team at info@district360.com.au

2. Review details

Approval Authority	Tanya Johnston
Responsible Officer	Tanya Johnston
Approval Date	13 October 2021
Last updated Date	21 May 2024

Next Review Date*	21 May 2025
Last amended	<ul style="list-style-type: none"> - Added provision of buddy shifts - Updated scope - Add objectives

** Unless otherwise indicated, this procedure will still apply beyond the review date.*

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