Professional/Capability Development

First Produced:	07/10/09	Authorisation:	Te Kāhui Manukura (TKM)
Current Version:	29/08/25		
Past Revisions:	14/09/21	Officer Responsible:	Director - People and Culture (P&C)
Review Cycle:	11/12/12, 07/02/17, 14/09/21		
Applies From:	3 years Immediately		

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1 Introduction

1.1 Purpose

The purpose of this policy is to enhance the overall capacity and capability of Ara Institute of Canterbury (Ara) to meet its institutional priorities and the ongoing professional development of individual colleagues.

1.2 Scope and Application

This policy applies to all colleagues whose appointments and employment agreements include provisions for Professional/Capability Development.

1.3 Formal Delegations

As specified in the *CPP120b People and Culture Delegations Schedule*.

1.4 Definitions

a **Capability:** The combination of skills, knowledge, and behaviours that enables an individual or organisation to perform effectively in their roles

b **Capability Development:** The process of enhancing these capabilities through a comprehensive approach that includes skills-based training, knowledge acquisition, and experience, often while also considering factors like relationships, motivation, and work environment.

c **Capability Framework:** A structured, consistent skills reference for both individuals and the organisation to shape development plans

Related Ara Procedures (Waituhi)	**Related Ara Policies**
• Academic Progression and Promotion • Allied/Business Support and Custodian Performance Recognition • CPP120b People and Culture Delegations Schedule • Employment Agreements • Valuable Conversations • My Growth Plan	• APP803 Research and Knowledge Transfer • CPP205 Board/Staff Discounted Fees • CPP206 Financial Support for Higher Qualifications • CPP212 Annual Appraisal • CPP216 Leave Management • CPP218 Induction

Related Legislation or Other Documentation	Good Practice Guidelines (Waituhi)
• Public Service Act 2020 • Education and Training Act 2020	• Capability Frameworks

References

Notes
Leader and colleagues may seek further advice regarding professional development from:

- their immediate supervisor
- the designated P&C Business Partner for their area
- P&C

2 Principles

2.1 Development is integral to a person's professional life.

2.2 Development of colleagues is integral to building the capability of Ara.

2.3 The initial focus of professional development is to ensure that colleagues are competent in the activities and responsibilities of their current position.

2.4 Professional Development at Ara will be undertaken in accordance with Ara goals, objectives, capability frameworks and other internal Ara capability processes. Colleagues can be directed to undertake professional development in the interests of achieving Ara institutional priorities.

2.5 Professional/capability development will enhance a colleague's career.

2.6 Professional development planning is the joint responsibility of the colleague and their manager through the Valuable Conversation and My Growth Plan approach.

3 Associated procedures for Ara Corporate Policy on: Professional/Capability Development

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3.1 General

a Professional development entitlements are specified in the colleague's employment agreement.

b For proportional and tenured colleagues, professional development entitlements are provided in the year in which the leave is taken.

c For tenured part-time colleagues, the amount of professional development time is determined by the number of contact hours completed as a tenured part-time colleague in the previous calendar year.

d Individual colleague's professional development activities and timing should be informed and developed in partnership between the colleague and manager during Valuable

Conversations and recorded in the colleague's Valuable Conversation Professional Development Plan.

e Replacement resources for professional development leave are not available as of right.

f It is recommended that individual professional development goals are informed by the appropriate capability framework. A colleague can be directed to undertake specific professional development when it is for the purpose of developing capabilities that are required to meet Health, Safety and Wellbeing and/or role requirements (e.g. Teaching Qualification), and/or contribute to the achievement of institutional priorities.

g More detailed information for managers and colleagues on these aspects of professional development, including templates for planning and reporting, is available in the *Professional Development* section on Waituhi.

3.2 Work-Related Activities

a To be deemed as professional development the activity must be work related in that it will –

i Develop the colleague's capability in their current position.

ii Achieve Ara institutional priorities.

iii Prepare the colleague for a new or future position which develops their career and is of value to Ara.

iv Benefits Ara in any other way, for example, by developing capabilities which enhance the flexibility and value of the colleague as an employee.

3.3 Volunteer Work in the Community

a In accordance with Ara values, a colleague may use one (1) day of their professional development entitlement per year to take part in community volunteer work, under the following conditions –

i The work will be for a community group or project in the Canterbury region approved by the line manager.

ii The date of the leave and the name and contact information of the community group will be identified in the colleague's Growth Plan.

iii The requirements of Section 3.5 (Planning and Recording) apply, as it does to all professional development time.

3.4 Funding

a Collective Employment agreements specify the funding available for professional development activities. Other allocations may be made at the discretion of the employer.

b Applications need to fit with divisional and departmental processes. Cross Institutional Professional Development budgets are set prior to the year beginning.

c Ara has a policy to support colleagues in gaining higher qualifications where they are required by accreditation requirements or NZQA, legislation, industry, or professional associations. See the *CPP206 Financial Support for Higher Qualifications* policy on the Ara website.

3.5 Planning and Recording

a Professional development planning is the joint responsibility of the colleague and their manager through the Valuable Conversation and Growth Plan approach.

i Colleagues and their manager are expected to develop and agree a Growth Plan each year with check-ins three to four times per year through Valuable Conversations.

ii Colleagues and their manager are expected to develop and agree a Growth Plan each year with check-ins three to four times per year through Valuable Conversations.

iii New colleague's professional development planning and activities will begin on appointment informed by their Ara 90-day Induction Plan, the information gathered during recruitment and according to the appropriate capability framework.

b Once the needs of all the parties have been considered including entitlements and funding, and the Growth Plan has been recorded, any agreed leave will be recorded in accordance with the CPP216 Leave Management policy.

c Progress and completion of the professional development activities as agreed in the Growth Plan will be reviewed and discussed between the colleague and manager through the Valuable Conversation approach and trial/probation periods, as relevant.