



## Guidelines for the Professional Development of New Aboriginal Staff Initiative

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The University has allocated Corporate Funds towards the Professional Development of Aboriginal staff who are newly appointed to UniSA. This initiative is in line with the University's Aboriginal Employment Plan (now Aboriginal Employment Action Plan) and took effect from 2004.

Local areas can apply for this funding to support a customised development program for a new staff member who has been appointed on a continuing basis or fixed-term contract for three or more years. The funding allocation will be calculated as 20% of the employee's base salary plus on-costs at the time of appointment. Exact amounts can be provided on request to the Consultant: Aboriginal and Torres Strait Islander Employment and Development. This is a one-off allocation (not annual) that will be used to support professional development activities for up to three years.

These guidelines have been developed to ensure consistency of practice and to provide a basis to assure our communities, including our many Aboriginal stakeholders, that the University is meeting the goals of its business and Act.

### *Underlying assumptions*

- A professional development framework will be established for the new staff member to assist them acquire and/or refine skills, knowledge and capabilities that will benefit them in their career development and in their continuing roles with UniSA.
- The development will be negotiated between the staff member and their supervisor within the University's Performance Development and Management Framework.
- Funding from this initiative will support professional development activities for up to three years. (Funds will not be available at the conclusion of this period).
- Funding can be used for any purpose OTHER THAN equipment and Professional Memberships. In the case of International Conferences, staff members will need to be a registered presenter at the Conference.
- Professional development strategies may vary from one year to the next.
- Progress will be monitored and discussed to ensure the relevance and usefulness of the development program being undertaken as part of the performance management process.
- People, Talent and Culture (PTC) staff in collaboration with the Consultant: Aboriginal and Torres Strait Islander Employment and Development will provide advice and guidance for supervisors and staff when required.

### *Process*

- [Consultant: Aboriginal and Torres Strait Islander Employment and Development](#) will formally advise the new staff member and their supervisor of this professional development support.

- [Consultant: Aboriginal and Torres Strait Islander Employment and Development](#) will follow up with the staff concerned, outlining the University's support structures and approach to Aboriginal employment and answer any questions about the intent of this initiative.
- People, Talent and Culture will assist supervisors with advice on how funds can be used to support development, where this is requested.
- The supervisor and [Consultant: Aboriginal and Torres Strait Islander Employment and Development](#) will meet with the staff member to discuss their professional development needs and to identify initial and medium-term strategies. It is anticipated that these discussions will occur within the first three months of employment.
- The supervisor will inform the [Consultant: Aboriginal and Torres Strait Islander Employment and Development](#), in writing, that performance and development discussions are taking place and will provide a brief summary on strategies that will be put in place. An [AEAP-O1](#) form needs to be completed for approval.
- It is recommended that the local area establish a specific cost centre to enable monitoring and reporting on expenditure.
- Once a request is approved, the activity needs to be arranged and paid for by the local area. At the conclusion of the activity the local area will complete the appropriate [AEAP-O2](#) form and forward with any receipts to the [Consultant: Aboriginal and Torres Strait Islander Employment and Development](#). The Consultant will ensure the documents are completed and forwarded to Finance who will complete the reimbursement of funds to the cost centre provided by the local area.
- Supervisors will be asked to provide a brief progress report to the Consultant: Aboriginal and Torres Strait Islander Employment and Development at the end of each year and to report to PTC any issues that may have wider implications for development of Aboriginal staff.
- Any issues related to the implementation of this professional development initiative should be reported to the Executive Director: People, Talent and Culture