

Purpose and context

This Procedure is provided in support of the Professional Experience Program Policy HR-9.3 (PEP Policy) which sets out the eligibility criteria, program requirements, approvals and conditions which apply to academic staff applying for and undertaking a Professional Experience Program (PEP). This Procedure provides the responsibilities of academic staff members and their supervisors, and the steps required of all relevant parties, to ensure compliance with the requirements of the PEP Policy. This Procedure should be read in conjunction with the PEP Policy.

Both the PEP Policy and the Procedure have been formatted to address consideration of the impact of the COVID-19 pandemic.

Responsibility

The Executive Director: People, Talent and Culture, through Executive Deans, Pro Vice Chancellors, Executive Directors and Directors and relevant People, Talent and Culture staff members, will ensure University-wide compliance with this Procedure.

Confidentiality

All personal information either requested or accessed in tandem with the requirements of this Procedure will be managed with appropriate regard to the University's [Privacy Policy](#) and [Privacy Notice](#)

A. Responsibilities of Applicants and Supervisors

1. Applicant's responsibilities:

- 1.1. Make application for the PEP according to the requirements of the [PEP Policy](#), with sufficient detail and supporting information, including any request for associated expenses, to enable assessment of the PEP against the criteria.
- 1.2. Make the application for the PEP according to the required timeline via the application form provided and submit this to the relevant nominee in the academic or central administrative unit as advised.
- 1.3. Take responsibility for all logistical arrangements for the approved PEP in line with the PEP Policy and this Procedure.
- 1.4. Advise their supervisor of intended departure and return dates.
- 1.5. Submit their PEP outcome report to their supervisor, and/or Executive Dean/Director as advised, within three months of returning from a period of PEP leave noting that a program exceeding six months also requires a progress report before the end of the six months. A copy of the PEP outcome report is also to be provided to the local PTC Business Partner to place on the staff member's personal file.
- 1.6. Provide evidence of all expenses incurred and, if granted external assistance towards expenses, submit a financial statement to the relevant Executive Dean or Director along with their PEP outcome report.

It is expected that on completion of a PEP, the staff member will communicate their insights and information with relevant colleagues. Evidence for this is not normally required.

2. Supervisor's Responsibilities

- 2.1. Counsel staff on when it is appropriate to take a PEP and on how it might support their continuing professional development.
- 2.2. Advise staff on the development of a PEP application and provide written comment on the suitability of the application with respect to the criteria.
- 2.3. Management of the PEP in accordance with the PEP Policy and this Procedure and the agreed timeline.
- 2.4. Ensure that the PEP applicant's supervisor or alternative nominee (such as a Dean of Research or Programs as agreed with the Executive Dean/Director) provides written comment on the applicant's program and submits this with the application form to the Executive Dean/Director.
- 2.5. Receive and review a copy of the staff member's PEP outcome report and provide comment on it.
- 2.6. Ensure the PEP outcome report is provided to the Executive Dean/Director as advised.

3. Executive Deans/Directors' Responsibilities

- 3.1. Establish an appropriate process within the governance and operational structures of their unit to assess PEP applications from the unit's academic staff members.
- 3.2. Oversight of the unit's annual PEP application process ensuring compliance with the requirements of the PEP Policy, this Procedure, and the approved timeline for the application process.
- 3.3. Chair the PEP application assessment process.
- 3.4. Approve any financial provision to be made in support of approved applications within their unit, with specific reference as to the approved funding source and how these expenses are to be acquitted.
- 3.5. Approve written requests for variation to an agreed PEP as a result of sickness or other factors which mean the individual staff member is not able to undertake the PEP as approved, including advising the unit's People, Talent and Culture Business Partner.

4. The Provost and Chief Academic Officer's Responsibilities

- 4.1. Approve the annual timeline for the progress of PEP applications.
- 4.2. Approve the PEP application assessment process established in each unit.
- 4.3. Review and approve PEP applications from academic staff in central administrative units as submitted by the Executive Director/Director.

5. People, Talent and Culture's Responsibilities

- 5.1. Ensure University-wide compliance with the PEP Policy and this Procedure.
- 5.2. Take responsibility for the evaluation and review of the PEP Policy and this Procedure.
- 5.3. Update and release the application form for PEP in line with annual timelines.

B. Progressing applications

6. Submission of Applications

- 6.1. PEP applications will be called for by the Executive Dean/Director of a Unit, advising the appropriate process, timeline and application form and other requirements to be provided by the applicant. This will usually take place in February each year allowing for a reasonable period for the application to be prepared and submitted.
- 6.2. The annual timeline will be approved by the Provost, with as consistent an approach as possible established across the academic and central administrative units.

7. Assessment of applications by approving authorities

- 7.1. Each unit will establish an appropriate process, to be approved by the Provost, for assessment of applications, which will usually comprise an assessment of applications undertaken as part of the unit's executive team agenda.
- 7.2. Assessments will be conducted at a minimum by the Executive Dean (as Chair) and the Dean(s) of Programs and Dean of Research in Academic Units and the Executive/Director and approved senior staff in the central units.
- 7.3. In assessing applications against the criteria outlined in clause 1 of PEP Policy HR - 9.3 *Professional Experience Program* as a basis for decision making, consideration will be given to:
 - 7.3.1. The priorities of the academic unit/central administrative unit
 - 7.3.2. The strategic priorities of the University with respect to the teaching and research objectives
 - 7.3.3. The extent to which the individual staff member's expertise, skills and knowledge will benefit from the proposed program.

8. Variations to approved PEPs

- 8.1. An academic staff member who, prior to or during the period of the approved PEP, becomes unwilling or unable to proceed with the program as approved must inform their supervisor as soon as possible to ensure the approving authority is also informed as soon as possible. The supervisor will advise the Executive Dean and/or Director and People, Talent and Culture Business Partner as appropriate.
- 8.2. Staff members must seek further approval for any extension to the approved PEP period due to 5 or more days of continuous sick leave from the relevant Executive Dean/Director and the local People, Talent and Culture Business Partner.

9. Financial arrangements

- 9.1. Funding requested and approved for travel and other expenses in support of an approved PEP may include a contribution from the staff member's existing Professional Development Funds, subject to the approval of the approving authority.
- 9.2. Allocated expenses and support for travel will necessarily be subject to any arrangements in place as part of the University's response to Covid-19 or other government requirements.
- 9.3. As required by the PEP Policy, where the staff member has received external payment in relation to a PEP period of absence, a statement detailing payments received will be provided to the relevant Executive Dean/Director, who will forward it to the Chief Financial Officer with a copy to the local People, Talent and Culture Business Partner.

C. Professional Experience Program outcome reports

10. Purpose of the report

- 10.1. The report must detail the extent to which the agreed objectives were successfully accomplished, and the value achieved through the program, to ensure appropriate accountability in response to the University's investment in supporting the program.
- 10.2. The report should provide information to colleagues in support of further research or teaching related programs being identified and planned.
- 10.3. Based on the outcomes, the report may make recommendation as to changes to University policy or factors which should be considered in:
 - a) projected course work or program schedules
 - b) projected expenditure on equipment or capital works
 - c) future PEP proposals
 - d) research programs.

11. Format of report

The format of the report will depend upon the program undertaken. However, the following is provided as a guide for staff members preparing PEP outcome reports:

- a) Summary (required in all reports)
- b) Outline of program
- c) Agreed aims, objectives, and outcomes
- d) Main text
- e) Extent to which objectives and outcomes were achieved
- f) Benefits arising from the program
- g) Commentary
- h) Recommendations
- i) Follow-up activity proposed by staff member
- j) Itinerary (where appropriate).

12. Submission of reports

A staff member who has returned from PEP will electronically submit a report on the outcomes of their Professional Experience Program to their supervisor, with a copy to relevant local PTC Business Partner, within three months of return to work.

Reports will be submitted to the relevant Executive Dean or Director by the supervisor or directly as advised.

Further Assistance

Management and staff may seek further advice from:

- Their immediate supervisor
- The [People, Talent & Culture Business Partner](#) for their local area
- The [People, Talent & Culture](#) website

Related Documentation:

- [Professional Experience Program Policy HR-9.3](#)
- [University of South Australia Enterprise Agreement 2019](#)
- [Staff Appeals Policy HR-6.4](#)

Officer Responsible for Update and Review: Executive Director: People, Talent and Culture

Approved by: Vice Chancellor and President

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History:

Change	Date	Change Author
Created	4 February 2021	Executive Director: People, Talent and Culture