FACILITIES AND SERVICES DIVISION

F&S PROFESSIONAL DEVELOPMENT PROCESS

HR HELP GUIDE

Professional Development Application and Approval Process

1. Discuss your professional development training needs and interests with your supervisor, agree on the training and development required, and ensure this is documented on your Statement of Expectations.

2. Complete a professional development application for each individual learning and development activity, and submit to HR with the following supporting paperwork:
   - Facilities and Services Application for Professional Development form – with supervisor endorsement
   - FBT Declaration Form - attached on the last page of the Professional Development form
   - Detailed activity information or outline
   - If a per diem payment is required, please discuss with F&S HR.

3. All documentation should be submitted to F&S HR at least two weeks in advance, but ideally as soon as possible.

4. F&S HR will organise Associate Director, Corporate and Client Services endorsement. No professional development activity should be booked or paid for without this approval.

5. F&S HR will advise the staff member if their request for professional development has been approved.

6. The staff member will register and organise payment for the activity once the approval has been granted. Any costs should be charged to R23510-PD.

7. If travel is required, the staff member will need to complete the Online Travel Approval Form once the professional development activity is completed.

When a Professional Development Application is required

A Facilities and Services Application for Professional Development form must be completed for activities where there is any cost involved. This includes:

- ANU internal courses
- Statutory training
- Professional membership or licence renewals
- Conferences or seminars
- Other training or development activity

For courses or training that do not have a cost, staff members must seek approval from their supervisor to be absent to attend the professional development activity, but a Professional Development Application is not required.

Important considerations:

- Is this professional development activity identified on your Statement of Expectations?

Internal ANU training offerings must be considered prior to raising an application for a similar external training course.

- Any no show fees will not be charged to the learning and development budget, and will be charged back to the functional area.

All forms and further information are available on the Facilities and Services Human Resources intranet under Professional Development

For More Help: Facilities and Services Human Resources facilities.hr@anu.edu.au