



Cook Islands Sports & National Olympic Committee

PROFESSIONAL DEVELOPMENT POLICY

1. POLICY

All staff have access to training and development to improve their knowledge and skills and to enable the delivery of quality services to meet Cook Islands Sports & National Olympic Committee's mission, goals and objectives.

2. SCOPE

This policy indicates procedures to be followed in undertaking Professional Development.

3. PRINCIPLES

- 3.1. Training and development ensures human resources are competent in providing services to meet the organisation's goals and objectives.
- 3.2. Service delivery is responsive to community needs.
- 3.3. Consistency and quality in planning and delivery of services.
- 3.4. Organisational and individual growth is maximised.

4. PROCEDURES

- 4.1. Individual staff members training needs are identified when starting a new position to ensure personnel have the required skills and competencies identified in the Position description. It is the responsibility of the employee's direct supervisor to ensure the required training is completed.
- 4.2. All staff identify a training objective when developing annual work plans. These must have direct relevance to the position and the Position description. Training to meet individual development aspirations may be undertaken with the approval of the service manager.
- 4.3. Training objectives and expected outcomes will be reviewed during performance appraisals.
- 4.4. Requests for training and development not already approved must be directed to the employee's immediate supervisor. Each case should be considered in relation to its relevance to the position and to the status of the training budget for the relevant service area.
- 4.5. Where possible required training is to be undertaken during normal working hours. If this is not possible and training occurs outside normal working hours, Time Off in Lieu will be granted. This must first be approved by the Secretary General / Chief Executive Officer.
- 4.6. The amount and type of assistance available for training will be dependent upon the category of training undertaken. The following table provides a guideline for the Secretary General / Chief Executive Officer to assist them to ensure consistency and fairness when considering requests for assistance.

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Category	Criteria	Leave	Costs / Fees	Approve
Organisational PD	Required by Cook Islands Sports & National Olympic Committee	Paid 100% / normal work hours	Paid by Cook Islands Sports & National Olympic Committee	Secretary General / Chief Executive Officer
Professional/Technical seminars or workshops or conferences	At the discretion of Cook Islands Sports & National Olympic Committee	Paid up to 100% / normal work hours.	Reimbursed against receipts / enrolment on an actual and reasonable basis	Secretary General / Chief Executive Officer
Career development	Employee showing significant potential growth within the organisation. Benefits to the organisation. Ability to fully participate. Ability to absorb costs.	As appropriately agreed, eg 30 hours per annum. Pro rata if applicable.	Partial reimbursement as previously agreed, upon successful completion Pro rata if appropriate. Support reviewed annually	Secretary General / Chief Executive Officer

5. Other Relevant Documents

- Performance Review
- Staff Work Plans
- Leave
- Staff Training & Positions Description
- Attendance Register

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