

Learning and Development Leave

Mandatory training

Area Health Service employees are required to undertake certain mandatory training courses. This training is important to ensure the development of skills and the safe working practices of all staff. The Line Manager will have the list and schedule of this required training. Some mental health teams may decide that workers undertake additional training in areas relevant to mental health promotion, intervention and treatment. There are also training courses offered from time to time that may be useful to individual mental health workers. Approval to attend these is at the discretion of the Line Manager.

Learning and Development Leave Policy

There is a policy directive that requires Area Health Services to develop strategies to ensure that all staff can access appropriate learning opportunities (Learning and Development Leave Policy, Document Number: PD 2006_066).

For any learning and development activity, employees will need to complete the ‘Learning and Development Enrolment Form’ and get it approved by his or her Line Manager. One of the purposes for completing the form is so the Area Health Service has a record that an employee has been approved to travel and attend the activity.

Note: Trainees’ attendance at residential teaching blocks at Charles Sturt University is classified as ‘mandatory education’ and therefore Trainees are ‘on duty’ during this time, not on study leave. The Reference Group endorsed having one day a week as a learning and development day for Trainees to work on assignments during the semester. They are ‘on duty’ during this day.

- Use the following table as a guide to determine whether to tick the ‘study leave’ box or not on the Learning and Development Enrolment Form.

Learning and development activities

Type	Benefit	[Study] Leave
Mandatory training/ education	Directly to the organisation to meet legislative, policy, or service delivery needs	Not required as staff member ‘on duty’
Inhouse or employer arranged	Benefit to staff member and meets identified need for organisation	Not required as staff member ‘on duty’
Conference, seminar, or short course	Benefit to staff member and potential benefit to organisation	Leave may be approved or may be ‘on duty’
Tertiary education or other registered training provider	Benefit to staff member and potential benefit to organisation	Leave may be approved
Personal development	Benefit to staff member	No [study] leave available [Note: Annual Leave could be used or Leave without Pay with approval]