

TRAINING AND DEVELOPMENT

Approved by Board Minute: 5687



Date: 9 / 12 / 2008

Company Secretary

APPLICATION:

This policy applies to all Ports Corporation of Queensland Limited (PCQ) employees.

POLICY:

Training and development is a key element of PCQ's drive for efficiency and productivity. PCQ aims to select the best applicants for positions and equip them with the most appropriate skills to undertake current and future duties in accordance with PCQ's self-managed and learning culture. Employees are regarded as one of the key assets of the organisation deserving the highest level of care, treatment and maintenance and improvement of skill.

PCQ has a Performance Pay Agreement (PPA) system that includes training and development. The PPA system accounts for training and development requirements focussed on career aspirations.

PCQ is committed to training and development related to:

- improving performance in the employee's current position;
- preparing employees for other positions within PCQ; and
- refresher training.

1. TYPES OF TRAINING AND DEVELOPMENT:

Training and development can be considered in three broad categories:

- **In-house;** typically relieving opportunities, job interchanges or specific sessions where the skilled PCQ employee or a consultant imports knowledge or details of process etc.
- **Full time training;** typically training to update a particular skill area, eg. 3-day course related to the latest version of computer software, 2-week management development programs.
- **Part-time training/after hours training.**

2. INITIATION AND ACCEPTANCE:

PCQ or the individual officer may raise the desirability of any type of training at any time. The most appropriate forum is during Performance Agreements sessions. PCQ will determine the appropriateness of the suggested training and development and the level of support it is prepared to offer.

PCQ may require officers to attend courses (including full time residential courses) during work time on a fully supported basis. In this case, the officer cannot refuse, however, where PCQ decides to partially support training and development, the officer may decline to participate.

3. SUPPORT:

The General Manager Corporate Strategy (GMCS) will determine the appropriate level of support. MCS may refer any application to the Chief Executive Officer (CEO). GMCS must refer the application to the CEO when it includes:

- Residential component
- Overseas travel
- Courses greater than 1 week duration

If international travel is involved, the CEO will refer approval to the Board. Approval prior to the commencement of the training and development is required, or where the course extends over more than one academic year approval of the course is required for the first year and re-affirmation of support level required in each subsequent year. Where the training and development involves a residential component, that fact must be raised prior to seeking of approval so that an appropriate decision may be made taking into account all the costs that may be incurred to PCQ.

3.1 In-house and Fully Supported Full Time

This form of training is considered part of normal working duties. The normal travelling, meal and other allowances will be available and paid. Overtime will not be paid where the training course attended during the day continues into the evening. All course fees, prescribed books and working materials will be paid directly by PCQ.

3.2 Partially Supported Full Time

This category will be infrequently utilised. Examples of where it might be used are:

- PCQ believes the course is of value but at present it is only available overseas. The employee may offer to pay some or all the travel and accommodation costs. The CEO may authorise payment of normal salary and course fees.
- PCQ believes the course is of some value, however, of insufficient value to justify the expense. The CEO may authorise attendance on full pay whilst the employee pays all course fees etc.

PCQ will determine the level of support available to the employee based on an assessment of how the training and development need meets the policy as stated and the operational impact of providing support.

The reasons will be discussed with the employee concerned. As this amounts to partial support, the employee may refuse the offer.

The support cannot be greater than available under the fully supported full time category.

3.3 Fully Supported Part Time

The employee is duty bound to maximise his or her availability at work.

PCQ will reimburse:

- all fees and charges relating to mandatory activities of the course (including student charges, HECS, course fees, examination fees)
- all prescribed books
- leave necessarily required for attendance at classes and examinations
- travel expenses related to mandatory residential schools, however work time to attend residential schools will only be granted in exceptional circumstances.

provided satisfactory performance of each unit (as evidenced by statements of result) is being maintained by the employees and receipts and evidence of the mandatory nature of the expenses are provided.

The CEO may also approve reimbursement of full or partial expenses relating to non-compulsory residential or non-residential course expenses. As noted above, the possibility of such expenses and their extent in relation to courses with a residential component must be raised prior to seeking approval for training and development.

The CEO may also approve at PCQ's convenience, up to two weeks per annum study leave without pay. Long service, sick and recreation leave will accrue in the normal manner during periods of approved study leave.

3.4 Partially Supported Part-time

PCQ will determine the level of support available to the employee based on an assessment of how the training and development need meets the policy as stated and the operational impact of providing support.

The reasons will be discussed with the employee concerned. As this amounts to partial support, the employee may refuse the offer.

The support cannot be greater than available under the fully supported part time category.

3.5 Other

All other training and development is not supported.

4.0 INDUSTRIAL RELATIONS EDUCATION LEAVE:

Industrial Relations education leave is paid time off to acquire knowledge and competencies in industrial relations. Such knowledge and competencies can allow employees to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.

Up to two (2) employees at any one time, may be granted up to five (5) working days (or the equivalent hours) paid time off (non-cumulative) within any twelve month period, to attend industrial relations education sessions approved by PCQ.

Additional leave, over and above five (5) working days non-cumulative (or the equivalent hours) in any one calendar year may be granted where approved structured employees' training courses involve more than 5 working days (or the equivalent). Such leave will be subject to consultation between PCQ, the relevant union and the Employee.

Upon request and subject to approval by PCQ, employees may be granted paid time off in special circumstances to attend Management Committee Meetings and Union Conferences.

The granting of industrial relations education leave or any additional leave should not impact adversely on service delivery, work requirements or the effectiveness and efficiency of PCQ, and as such approval will be at the convenience of PCQ. At the same time such leave shall not be unreasonably refused.

PROCEDURAL IMPLICATIONS:

Related policies:

- Position Descriptions
- Organisational Structure
- Performance Agreements
- Managing Diminished Performance
- Grievance

Documentation relating to approved support levels is to be kept on personnel files.

REVIEW DATE:

This policy will be reviewed no later than 1 June 2012.

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