Learning and Development Policy

Background

At Access Engineering Systems we are committed to developing and growing our people as we build a high-performance culture that makes Access Engineering Systems a great place to work. We encourage employees to enhance skills that not only meet the current needs of their employment but to also develop capability to meet the future needs of the organisation.

Access Engineering Systems has an obligation to ensure that all learning activities undertaken are relevant to and have direct impact on enabling skills required to perform effectively in their role, whilst adopting a cost-effective approach in choosing the most appropriate solution. On this basis, Access Engineering Systems has established a Learning & Development Policy that ensures employees have the capability development required for their roles and access to career development opportunities as part of their employment with Access Engineering Systems.

Purpose

The purpose of the Learning & Development Policy is to:

- Define the Learning & Development approach at Access Engineering Systems
- Outline the support provided by Access Engineering Systems in assisting employees undertake approved Learning activities.

Learning Approach at Access Engineering Systems

The Access Engineering Systems Learning and Development framework is designed to deliver capability-based solutions that are flexible in delivery and cost.

Access Engineering Systems has adopted the below approach to Learning activities:

70% - Learning on the Job
20% - Learning through others
10% - Formal Learning

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Experience (70%)	Exposure (20%)	Education (10%)
Experiential learning should make up 70% of learning.	**Exposure should equate to 20% of learning.**	**Formal learning should equate to 10% of your overall**
This is about growing capability all day, every day, on the job.	It's about learning through interactions with others; and aainina insiahts. direction.	Education and learning through formal courses should be the platform to gain knowledge
We learn most of what we know about our jobs informally. Our greatest personal development happens in the workplace; not the classroom.	Learning through others can have a significant impact and help to build a stronger self-awareness.	
Examples include:	**Examples include:**	**Examples include:**
Participating in stretch assignments or job rotations Taking on new role responsibilities Leading or participating in a project Day to day research, e.g. web browsing, subscribing to information portals	Seeking secondment and relief opportunities Obtaining coaching and informal feedback Mentoring and reverse mentoring Actively participating in a project team, collaboration group, or community	Structured learning programs Activity based workshops External courses Professional development, qualifications and accreditation eLearning modules

Our investment in Study Assistance is one of the ways we deliver on this commitment to our people. The following guidelines outline the Access Engineering Systems approach to providing support for further studies.

Study Assistance Guidelines

Study Assistance is available to provide financial support to Access Engineering Systems employees wishing to undertake further study for qualifications, certifications or accreditations that will help them in their roles today as well as their future career. In providing this support, Access Engineering Systems aims to recognise and reward talent and high performance as well as support individual career development.

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Learning and Development Policy

The purpose of the Policy is to provide employees and their managers clear guidelines on:

- The scope of study assistance available at Access Engineering Systems
- Eligibility criteria and approval guidelines
- Leave entitlements for study and exams
- The role of the employee, their manager and Learning & Development in relation to the Policy

Scope

These Guidelines apply to all full-time and part-time employees

Eligibility criteria

All permanent employees are entitled to the provisions within these Guidelines, if they meet all the following criteria:

- The employee has completed at least twelve (12) months continuous service with Access Engineering Systems;
- The studies sought to be undertaken by the employee are: at a University, TAFE or similar institution which includes the following types of study:
- Formal qualifications (eg: Cert IV, Diploma, Degree, Graduate Diploma)
- Industry certifications and accreditations
- highly relevant to the business and the employee's development in their current role;
- part of the employee's Individual Development Plan;
- approved by the employee's manager and endorsed by the General Manager; and
- The employee has received a rating of at least 4 out of 5 or percentage equivalent at their last performance review.

Approval guidelines

Once an employee feels they have met all the eligibility criteria, they may apply for Study Assistance by making a written application and emailing it to people@accessgroupsolutions.com.au

It is important that the Study Assistance application is submitted and approved prior to the commencement of study. Study Assistance will not be approved on applications that have not been approved prior to the commencement of study.

Applications must be accompanied by:

- Manager's approval email
- Course details (name, institution, duration, location) including specific subjects/units
- Program costs provided by the institution

Note: For programs that extend over multiple years, the employee will need to re-apply for Study Assistance each year, prior to commencing study.

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Learning and Development Policy

Final decision for approval will be made by the General Manager and will be communicated via email and accompanied by the employee's Learning Agreement.

Reimbursements

The employee is responsible for paying all program costs up front. The employee must still be employed by Access Engineering Systems at the time of seeking reimbursement.

A request for reimbursement should be made via Accounts.
The request must be accompanied by:
- The Learning Agreement
- Evidence provided by the institution to show successful completion of the unit of study
- A tax receipt from the institution

In the case where an employee fails an exam or unit/subject, they will be responsible for any additional charges to re-sit the exam or unit/subject.

All reimbursements will be funded centrally by People and Culture.

Compulsory text books can be included for all successful applications up to $150 per semester.

The following reimbursement values apply:
- For formal qualifications - reimbursement of 50% of course fees (up to a maximum of $5000p.a.) are made to the employee following successful completion of each semester/unit of study.
- For industry certifications and accreditations – reimbursement of up $1000 for course/exam fees are made to the employee following successful completion of study.

Exclusions

Due to Fringe Benefit Tax (FBT) implications for Access Engineering Systems, the following cannot be claimed:

- Student amenities fees
- Administration fees
- Membership fees
- Residential costs
- Parking
- Excursions
- Travel costs including car parking
- Additional tuition
- Postage and handling fees for online purchases of textbooks

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Learning and Development Policy

Study Leave

For all programs approved for Access Engineering Systems Study Assistance, employees may apply for study leave. The following study leave guidelines will apply:

- Employees may apply for 1 day of study leave per approved subject/unit.
- Paid study leave is capped at 5 days in total per annum.
- All study leave arrangements are subject to manager approval.

Note: For Industry Certifications and Accreditations it is expected that the employee will self-study to prepare for their exam – exam preparation training/workshops are not directly funded.

Leaving Access Engineering Systems

If an employee leaves Access Engineering Systems whilst undertaking a course for which they have been approved for reimbursement, they will not be eligible to claim any expenses for that course. If an employee is terminated by Access Engineering Systems for unsatisfactory performance or misconduct, they may be required to repay any monies that have been provided in the form of Study Assistance.

Further, Access Engineering Systems may also seek reimbursement from employees that leave within 12 months of completing a funded learning activity.

Roles and Responsibilities

Employee checklist:

I have read and understood this policy prior to submitting my application.

I have obtained study approval from my immediate manager.

I have submitted an application prior to commencement of study.

I have included the proposed study in my Individual Development Plan.

I understand all enrolment fees are paid upfront by me.

I understand that if I am to leave the business I will be required to return to Access Engineering Systems all money reimbursed to me within the last 12 months prior to my last day in the business.

After successful completion of my course(s) I will claim a reimbursement of 50% of fees and compulsory textbooks.

I will provide the below documentation when processing my claim:

- A copy of the Learning Agreement

- A tax invoice from the Institution

- Academic transcript showing my passing grade(s)

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Manager responsibilities:

- Champion this policy by reading and understanding it in full, and ensure the employee does the same.

- Discuss the proposed course with the employee: validate its relevance to their current or future role, assess its impacts on work/life balance, ensure it is part of their Development Plan.

- Approve/reject the employee's Study Assistance application and discuss the reasons why.

- Providing coaching and development opportunities linked to the employee's study.

- If a Study Assistance recipient leaves the business, coordinating the retrieval of all funds reimbursed within the last 12 months prior to the employees last day in the business (HR and Payroll will assist with this).

People & Performance responsibilities:

Ensure the Policy is applied consistently to drive "A Great Place to Work."

Provide advice and support to managers and employees regarding this policy to ensure it is clearly understood and followed.

Assist managers to determine the relevance of study to the employee's current or next role.

Revise and approve/decline the study request for Study Assistance

If a Study Assistance recipient leaves the business, support the manager in retrieval of all funds reimbursed within the last 12 months.

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