
ARI LEARNING & DEVELOPMENT POLICY AND PROCEDURE [Interim]

Statement of Commitment

Australian Registry Investments (ARI) is committed to facilitating the process of developing skilled, knowledgeable and adaptable employees and associates.

Scope

This interim policy applies to all ARI employees.

Policy Objectives

The objectives of the Learning and Development Policy are:

- To assist in developing a culture, which recognises that learning and development is a continuous process, which requires commitment to improve performance by individual employees, managers and ARI executives
- Build overall organisational capability
- Ensure that employees possess the behaviours and competencies that support ARI's strategic objectives

Related Documents

- [Interim] Behavioural Code

Process

Induction

A complete and timely induction process is provided to all people who begin working for ARI. The induction shall include appropriate information on:

- The organisational history as appropriate and relevant policies and procedures
- Organisational structure
- Health, safety and security
- Role expectations
- Workplace amenities
- Employment conditions

Induction for employees is supported by a self-paced learning program. Managers are responsible for ensuring that new staff are fully integrated into their positions and understand organisational procedures. A *Manager's Checklist* is available on the intranet to assist managers in this process.

Organisational Learning and Development

ARI shall provide learning and development actions that are aligned with strategic and operational objectives. These include seminars and programs presented on site or at external venues.

Employees shall be advised of relevant learning and development opportunities being offered as part of this planned approach to learning and development.

Educational and Learning Assistance

ARI encourages and supports employees to seek and attend appropriate and relevant training. Where possible, and when appropriate, the organisation will provide staff with assistance.

Types of assistance provided by ARI include:

- Provision of in-house learning and development courses
- Provision of internal secondment and project opportunities
- Provision of study leave (subject to approval on application)
- Collection, provision and dissemination of information on relevant courses, scholarships and other opportunities
- Financial Assistance (subject to approval on application)

Study Leave

Staff who have their course of study approved by their Director may be entitled to the following assistance:

- A half hour of paid study leave per hour of face to face teaching up to a maximum of four hours per week including travel time **OR** Up to 5 days per semester to attend residential or research programs.
- Examination leave is for staff who have their course of study approved by their Director are entitled to paid leave for the time to sit for examinations.

Conditions for approval of study leave:

1. The course of study must be relevant to ARI's business and strategic objectives. This is decided at the Director discretion.
2. The granting of study leave is at the Director's discretion
3. Evidence of attendance at examinations must be provided.
4. Study leave is available for part time staff on a pro rata basis.
5. Study leave is not available for casual staff.
6. Study leave will not be granted for repeated subjects.
7. Study leave is not cumulative.
8. Staff are required to attend classes outside of normal working hours where possible.
9. Any study leave taken will not be eligible for overtime or meal allowance.

Financial Assistance

Employees undertaking tertiary or vocational studies that relates directly to their occupied role may be reimbursed course fees subject to Director approval. For Directors, the reimbursement of course fees is subject to Chief Executive Officer approval. Such reimbursement shall be provided upon successful completion of studies. Access to funds may not be available during a probationary period.

If an employee receiving reimbursement for course fees resigns or is terminated on grounds relating to performance or conduct within 12 months of the completion of the course they are liable to reimburse ARI for those course fees provided to them on a proportional basis as follows:

Date of termination	Amount to be repaid
Up to 12 months from the course completion	100%
Over 12 months and up to 24 months	50%

Employees seeking course reimbursement must seek management approval prior to commencing the course using the *Application for Study Assistance* form.

Staff should be aware that this financial assistance attracts fringe benefit tax and the value will appear on payment summaries. Fringe benefits can affect Medicare levy surcharge, HELP payments, child support obligations etc. Staff should seek their own financial advice in relation to these matters.

Maintaining Records

Maintaining learning and development records is essential for a planned and coordinated approach to developing the workforce. Staff are required to keep Human Resources advised of courses completed or new skills gained. These records may be made available to employees and their Director's upon request.

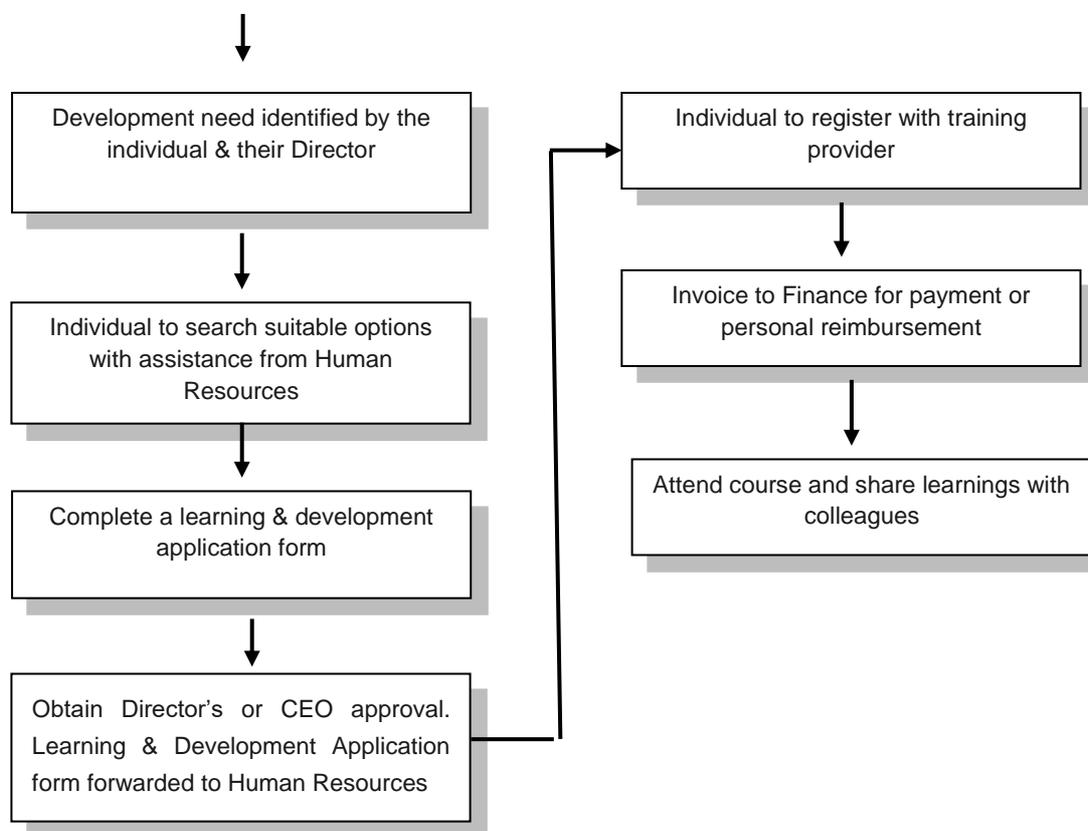
Application Process for Externally Provided Learning & Development Opportunities

To apply for attendance at external courses and seminars, staff must complete a *Learning & Development Application form*. The purpose of this form is to ensure that the training requested meets the following criteria:

All external training must:

- Be relevant to the applicant's work.
- Provide a benefit to the organisation.
- Fill an identified gap in performance e.g. staff appraisal or business plans.
- Convenient to the organisation

The following is a schematic representation of the application process for externally provided learning and development opportunities.



Sharing Knowledge

It is essential that information and knowledge gained from courses, conferences and seminars be shared. Where appropriate, upon completion of a course, conference or seminar staff are required to provide a presentation to their colleagues or present a paper to their Director for distribution to those who may benefit from the information.

Advice and Assistance

Human Resources shall be available to provide assistance to Directors, managers, staff and employees in developing or sourcing learning and development programmes and to monitor the transfer of new skills and knowledge to the workplace via work based programmes.

Enquiries

Advice in relation to this Policy and Procedure can be obtained from Human Resources.