

Industrial Release Policy

Managerial Responsibility

Manager, Professional Development

Purpose

This policy supports staff in gaining industrial experience in their area of work/expertise, so they can provide quality service and relevant, up to date training and education. The policy is designed to facilitate the strategic directions of the TAFE Division. The TAFE Division is committed to having appropriately trained staff in order to respond effectively to the future directions of VET.

The policy aims to ensure equity and transparency of opportunities for all staff.

Scope

All ongoing and contract staff employed to work for Swinburne TAFE are eligible to apply. In certain special circumstances sessional and casual staff may also be funded.

Applicable to

TAFE Division staff

Definition

Industrial release is a managed learning activity to upgrade skills within the current vocational specialisation and/or extend skills into new areas. The paid release is for the staff member to gain first hand experience of the work practices and operations relevant to the training role or to adopt a new role.

Industrial Release should normally involve experience outside Swinburne University of Technology.

It may also include experience gained from the:

- TAFE Division
- School/Group within the TAFE division
- Department within the School/ Group.

Content

Industrial Release may be funded through:

- TAFE Division's Professional Development funds
- schools/departments budgets
- an industry employer partly or fully reimbursing the staff member's salary.

The TAFE Division's Professional Development funds provide for Departments to replace teaching staff on industrial release at the sessional evening rate (based on 21 hours per full time week of industrial release). For other staff, funds will be reimbursed at the actual salary rate plus on costs.

It may include:

- release for one person
- industry tours or visits for short periods by groups of staff.

Where an industry employer offers payment this must be made to the TAFE Division.

Release may be for varying periods of time including 1 day a week for varying periods, 2 or 3 days a week and full time release for short or long periods. The time release allocated needs to be decided on the basis of the needs of the TAFE Division, the staff member and the host organisation. Though the period of industry release would vary depending on the nature of the program, it is expected that the staff member would return to their position within 6 months of starting the Industrial Release program.

Selection criteria may include:

- being highly strategic for the Division
- being directly linked to the Department objectives
- providing staff member/s with current industry experience, which is stated as a requirement for program delivery
- enabling staff member/s to acquire skills to teach/work in new areas
- training staff who are currently in areas with excess staff to work in areas of growth (redeployment)
- meeting the above requirements and where the costs are covered by the host organisation.

During the release period, the staff member/s will continue to accrue all normal leave and superannuation entitlements. On return, any leave taken by the staff member will be deducted from the accrued entitlements.

After consultation with the participating parties, either the TAFE Division, the staff member or the host organisation may terminate the release arrangement at one week's notice.

Procedure

No	Procedure	Responsibility
1	The Industrial Release professional development program will be widely publicised on the Professional Development website, via emails, TAFE newsletters, in managers meetings and through staff induction.	Professional Development Unit
2	Consultation with Department Manager to seek support and endorsement	Staff member
3	Discussion with the host organisation on proposed program to seek their support.	Staff member
4	Completed application with Department Manager and Heads of School/Group's approval submitted to Professional Development Unit by the due date.	Staff member
5	A committee comprising the Executive Director, Strategic and Business Development, Manager-Professional Development, School/Group Directors or their nominees and staff representatives will review the applications.	Professional Development Unit

No	Procedure	Responsibility
6	<p>Successful applicants will be notified in writing giving details of the amount approved, conditions of industrial release and any professional development activity to be undertaken to share outcomes of the program</p> <p>Unsuccessful applicants will also be informed in writing.</p>	Professional Development Unit
7	Written approval must then be sought from the host organisation formalising the placement details, defining the learning activity and determining the evaluation strategy.	Successful applicant
8	<p>Approach Professional Development Unit for any support in correspondence with the employers. Sample letters are available on the following.</p> <ul style="list-style-type: none"> ▪ Letter/s to employers seeking the placement ▪ Letter/s to employers outlining conditions of the Industrial Release (eg where profits generated by the staff member would go - to Swinburne or the host organisation) ▪ Letters re insurance coverage/OH&S. 	Successful applicant
9	Complete the Industrial Release Placement Agreement	Successful applicant, Department manager, Host organisation
10	Comply with the workplace conditions, safety requirements and 'culture' of the host organisation. For example the hours of work, OH&S requirements, appropriate dress etc.	Successful applicant
11	Make approved Insurance arrangements with the University by contacting the Finance Department.	Successful applicant
12	Agree to report/share information with colleagues on their return.	Successful applicant
13	Approved amount from Divisional funds to be transferred to the department/unit of successful applicant on commencement of the industrial release.	Professional Development Unit
14	Progress report to the Department Manager.	Successful applicant
15	Evaluation of the success of the industrial release to be undertaken with the host organisation and the staff member. Evaluation forms to be completed.	Successful applicant and Professional Development Unit
16	A final written report detailing the outcomes of the Industrial Release to be presented to the Department Manager and Manager Professional Development within one month of completion. Additionally the staff member may be required to run seminars, workshops etc. to share the outcomes to other staff in the Division.	Successful applicant & Professional Development Unit.