

Professional Development and Performance Planning - Professional Staff Study Support Procedure

Section 1 - Summary

(1) This Procedure describes the process and rules that Victoria University (VU) will apply to support professional staff members undertaking approved courses or units of study.

Section 2 - HESF/ASQA/ESOS Alignment

(2) HESF: Standard 3.2 Staffing.

Section 3 - Scope

(3) This Procedure applies to all professional staff members who are fixed-term and continuing at the University.

Section 4 - Definitions

(4) Nil.

Section 5 - Policy/Regulation

(5) [Professional Development and Performance Planning Policy](#)

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Staff Member	Staff members are expected to actively contribute to performance discussions and complete any applications for study leave or course subsidy in accordance with this Procedure.
Supervisor	The supervisor is responsible for facilitating performance development conversations and aligning plans to support growth of staff with local area business needs.
People & Culture	People & Culture provide advice and support to staff and supervisors in relation to this Procedure.
Student Administration	Student Administration are responsible for processing the Domestic Student Refund Form.

Part B - General Principles

(6) The study leave initiative aims to support staff members in pursuing an approved unit of study that is relevant to their work and/or career aspirations within the University.

(7) The subsidy of VU units aims to support staff undertaking approved study that is directly related to their work and VU Develop plan.

(8) Staff members who undertake an approved course of study, usually taken on a part time basis, are eligible to apply for study leave.

(9) Any approved study leave will be subject to satisfactory performance by the staff member and will be included in their VU Develop Plan.

(10) Staff members who undertake units of study provided by the University will be entitled to 25% subsidy on the fees on satisfactory completion of that unit.

Part C - Applying for Study Leave

(11) The unit undertaken must be approved, prior to enrolment, by the supervisor as being aligned to the staff member's VU Develop plan and their career aspirations within the University.

(12) Applications for study leave should be made directly to the staff member's supervisor for approval. Once approved, a study leave agreement must be signed by the staff member and supervisor and submitted to People & Culture for processing.

(13) The maximum amount of study leave is 130 hours per calendar year on the date of application (pro-rata for part time staff members) for the period of the study.

(14) The unused portion of any study leave does not accrue.

(15) Staff members undertaking units using distance learning are also eligible to apply for study.

(16) Standing arrangements for study leave are subject at all times to the work requirements of the organisational unit and the satisfactory work and study record of the staff member.

(17) Supervisors will use their best endeavours to accommodate study leave, but may decline applications where it is likely to compromise the effective operation of the department/business unit.

Part D - Applying for the subsidy on VU courses or units

(18) Staff members who undertake approved units of study provided by the University will be eligible for a 25% subsidy on the fees on satisfactory completion of that unit or course.

(19) Staff members employed on a time fraction of 0.5 or more will not be charged the University's Student Services and Amenities Fee.

(20) The 25% subsidy is funded by the staff member's department and is subject to departmental budget limits and constraints.

(21) Admission to courses/units will be in accordance with VU admission policies and procedures. Staff members must apply and accept their offer, and enrol as per normal processes and deadlines.

(22) Staff members undertaking approved unit or course of study must pay (at least) 25% of the fee upfront to be

eligible for the subsidy.

(23) Staff members who have access to HECS-HELP, VET Student Loan or FEE-HELP may defer the remaining 75% of the fee.

(24) Upon completion of the unit, the staff member must provide an official transcript to the supervisor to show satisfactory completion. The supervisor then completes the Domestic Student Refund Form, identifies the relevant cost centre, signs and submits to Student Financials to process the refund for 25%.

Status and Details

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