

NMIT LEARNING AND DEVELOPMENT POLICY

Section	People and Organisation Development		
Approval Date	18.01.2016	Approved by	Business Division Lead
Next Review	21.02.2024	Responsibility	Executive Director: Finance and Operations
Last Reviewed	21.02.2023	Key Evaluation Question	6

PŪTAKE | PURPOSE

The policy is a commitment to the ongoing professional development of kaimahi (employees).

Enhancing skills and expanding the knowledge of kaimahi:

- Supports the fulfilment of strategic priorities
- Builds organisational capability

SCOPE

This policy applies to all Te Pūkenga trading as Nelson Marlborough Institute of Technology (NMIT) kaimahi, both permanent and limited tenure on individual or collective employment agreements.

DEFINITIONS

Accreditation and/or registration as requirement for a role	Equipping kaimahi with ongoing specialist registration or accreditation as a requirement of their roles is not considered Professional Learning and Development and should be budgeted in programme area OPEX. Please discuss this with your Line Manager.
Ākonga	Learner
Decision Matrix	Tool utilised to evaluate and prioritise a range of options to reach an equitable decision. Use of this tool is mandatory for all applications. (See <i>Appendix</i>)
Discounted tuition fees	Kaimahi may be eligible for up to 90% reduction of tuition fees for a TEC funded course or programme. This is pro-rated according to the person's Full Time Equivalent (FTE) value. The cost of this discount is borne by the relevant programme area concerned and not the Professional learning and development budget.
Eligible Kaimahi (employee)	Eligible kaimahi are employed by NMIT: <ul style="list-style-type: none"> ▪ Under permanent employment agreement, or ▪ Under fixed term employment agreement, with a minimum twelve (12) months term
Financial Resourcing & Delegations	Professional development is budgeted for centrally. Applications valued at up to \$250 per kaimahi are considered against the decision matrix contained within this policy and approved from the central

	<p>fund by a Line Manager. Approval submitted to professionaldevelopment@nmit.ac.nz to process payment.</p> <p>Applications valued above \$250 should be sent first to the Line Manager for endorsement. Line Manager then submits to professionaldevelopment@nmit.ac.nz for Senior Leadership (or delegate) final approval.</p> <p>In both instances, Kaimahi will be advised directly of the outcome.</p>
Fixed Term	<p>Eligible for PD: Period of employment is greater than twelve months</p> <p>Ineligible for PD: Period of employment is less than twelve months</p>
Identified Development	<p>Opportunities or directives for learning and development should be identified annually with the Line Manager and documented in an agreed professional development plan.</p>
Kaimahi (employee)	<p>Staff employed by (NMIT) under current individual or collective agreement.</p>
Line Manager	<p>Primary line manager of Kaimahi</p>
Professional Learning and Development	<p>Identified, purposeful learning of skills, knowledge, and experience, to support high performance in current roles or prepare for future opportunities.</p> <p>Learning and development may be focused on specific technical requirements of a role, or business-based skills (such as software or presentation skills) or developmental needs (such as leadership skills).</p> <p>This may be on the job, through informal coaching and instruction, or through formal courses or events with external providers.</p>
Senior Leadership	<p>Manager responsible for Business Division professional learning and development and/or central budget approval delegation.</p>

NGĀ MĀTĀPONO | PRINCIPLES

Learning promotes wellbeing | We recognise the power of learning to build connection, hauora (wellbeing) and thriving communities.

Lifelong learning | We encourage kaimahi to continually develop, both within and beyond their current expertise. In doing so, kaimahi experience rich and diverse careers, with the ability to create positive change in our communities.

Learning accessibility | NMIT acknowledges its position as both an education provider and employer. Where appropriate, professional learning and development should be accessed within NMIT or the wider Te Pūkenga network first.

A smooth transition | This policy is being implemented at a time of transition. We acknowledge this policy may require collaboration across the network or be superseded.

All learning and development activities are expected to consider the following approval principles as outlined in the decision matrix:

- Development required for a role - Specific skills or knowledge necessary for increased performance within a current role or for future advancement of the employee

- Identified development- Aligned to, and documented through, the performance planning and review process
- Strategic priority – Development activity supports and aligns to Te Pūkenga strategic direction and/or curriculum area business plan

RESPONSIBILITY

Kaimahi are responsible for managing their own professional development. Managers will work with individuals to identify development opportunities that relate to current roles or internal career development pathways or are part of a performance management process. This needs to be identified in a formal plan.

Repayment may be requested at the discretion of senior leadership, should the kaimahi resign from NMIT within six months of completed development, or due to unsuccessful completion.

Kaimahi are expected to meet the cost of any re-sits.

KAIMAHI ENGAGEMENT DAYS

‘Kaimahi Engagement Days’ are set aside twice yearly for institute wide development and engagement opportunities and all kaimahi are required to attend. The use of these days is at the discretion of Senior Leadership. Kaimahi Engagement Days are not deducted from any applicable individual PD leave allocation.

REIMBURSEMENT

Reimbursement of costs such as travel, meals, and accommodation, may be met from the centralised budget but require approval as part of the initial application.

Kaimahi must seek **prior approval** from their manager before incurring any personal expenditure. Evidence of pre-payment must be provided before personal reimbursement is paid.

Personal expense claims must be submitted through Unimarket as per our ‘*Travel, bookings accommodation, allowances, and expenses*’ procedure.

PROCEDURE

	ACTIONS	Responsibility
1	Agree on an individual professional development plan. This should clearly outline all expectations, with intended dates and costings, and be reviewed annually.	Kaimahi Manager
2	Submit a request for professional development through Polly. If NZCATT or Research, see step 7.	Kaimahi
3	Assess application against decision matrix (<i>see: Appendix</i>) to ensure the request fits the scope, definition, and principles of this policy. If not, advise kaimahi.	Manager
4	Once approved, if under \$250 excl GST access funding by submitting to professionaldevelopment@nmit.ac.nz If over \$250 excl GST endorse in writing and submit to professionaldevelopment@nmit.ac.nz for Senior Leadership approval	Manager

5	Assess professional development request against matrix and approve/decline/request further information. Respond to kaimahi accordingly.	Senior Leadership or delegate
6	Advise Kaimahi of application outcome If approved – Senior Leadership or Manager confirms amount, and which cost centre to charge If declined - Manager to advise Kaimahi and discuss next steps	Senior Leadership or delegate Manager
7	Complete an 'Expense Claim' form if prior approval has been given to personally pay the costs. For NZCATT and Research Courses: Provide completed enrolment form to Information and Enrolments Team to create a course fee invoice. This will go through Flowingly to be approved by Line Manager.	Kaimahi Information and enrolments team
6	Once approval received, forward through to adminservice@nmit.ac.nz for Unimarket processing.	Kaimahi Manager
7	After final approval, the Finance team will pay the invoice or reimburse the kaimahi.	Finance

APPENDICES

[Appendix One: Decision Matrix](#)

REFERENCES

Collective Agreements (TIASA and TEU)
 Individual agreements (IEA)
[Discounted Tuition Fees](#)
[NMIT Travel bookings, Accommodation Allowances and expenses Policy](#)
[Performance Appraisal \(Under review\)](#)
[Recruitment, Selection, and Appointments Procedure](#)
[Te Pūkenga Expenditure Policy](#)

APPENDIX- DECISION MATRIX

Development application is...	Kaimahi is Fixed Term, less than 12 mths	Kaimahi is Permanent, or Fixed Term, less than 0.49FTE	Kaimahi is Permanent, or Fixed Term, less than 1.0FTE	Kaimahi is Permanent 1.0FTE	Maximum Approval Amount
Identified development required for role	Ineligible	Eligible- pro rata to FTE	Full eligibility	Full eligibility	Discretionary
Identified development that fits strategic priority	Ineligible	Eligible- pro rata to FTE	Full eligibility	Full eligibility	Discretionary
A performance competency that requires development	Ineligible	Eligible- pro rata to FTE	Full eligibility	Full eligibility	Discretionary
General development request with relevance to role	Ineligible	Ineligible	Eligible -pro rata to FTE	Eligible	\$250
General development request	Ineligible	Ineligible	Eligible -pro rata to FTE	Eligible	\$250