

1. Introduction

- 1.1 Altaira Nursing Services encourages staff to develop the knowledge, expertise and skills in their present position or probable future careers with Altaira by undertaking relevant training courses, which may include tertiary courses of study and/or attendance at conferences, seminars or other forums.
- 1.2 Training courses must be relevant to employment with Altaira Nursing Services and tertiary studies may be at any level (certificate, diploma, degree, post-graduate, etc) eg, tertiary health qualifications such as (but not limited to) post graduate/specialist nursing qualifications, allied health post-graduate qualifications, aged care studies.
- 1.3 Employees who seek training support from Altaira Nursing Services, including work release to undertake study placements and/or financial support must abide by the terms and conditions of this Policy.

2. Policy

- 2.1 Eligible Altaira Nursing Services employees are encouraged to seek paid training support, including appropriate tertiary studies.
- 2.2 Any consideration of support for tertiary study is subject to the employee's acceptance into the course of under-graduate or post-graduate study at a recognised University, or study at certificate or diploma level at a Tertiary institution such as a TAFE College.

3. Requirements

- 3.1 Labour Hire Pool staff receive free online training immediately upon induction. Should a labour hire employee request additional training (which may include paid on-job 'buddy shifts') which results in the cost of that additional training exceeding \$1,000.00*, the employee will be required to sign a Training Costs Agreement with Altaira Nursing Services.

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PAID TRAINING POLICY

3.2 Any request by any staff member to attend any form of paid training that exceeds \$1,000.00* will require the employee to sign a Training Costs Agreement with Altaira Nursing Services.

[* This amount will be adjusted from time to time].

3.3 Approval for accessing paid training is subject to budget availability and applications for consideration must be lodged through the employee's Manager with maximum possible notice.

3.4 Employees will continue to be employed by Altaira Nursing Services in accordance with their existing employment arrangements and subject to any conditions that may be attached to their employment.

3.5 The employee must attend the approved paid training unless extenuating circumstances (such as illness) arise.

3.6 In respect of tertiary studies:

- the employee must successfully complete each subject in the course of undergraduate or post-graduate study within the timeframes stipulated by the tertiary institution;
- paid time-off to attend lecturers/tutorials may be part of the approval;
- payment of costs (and time off with pay) will only be granted once for any subject. An employee undertaking repeat subject(s) will be required to do so at their own cost and on a make-up time or annual leave or other approved leave basis (including unpaid leave).

3.7 Any 'placement' component required (usually part of tertiary studies) as part of a paid training approval will be arranged by the employee and undertaken in the employee's own time at a mutually convenient time for Altaira Nursing Service and the location of the placement.

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- 3.8 Prior to approval of the course of paid training, the employee *must commit to continue to work for Altaira Nursing Services for a further agreed minimum period of time*, which will be commensurate with the amount of finance committed by Altaira Nursing Services and/or the duration of the paid training.

In each case, the agreed minimum period will be documented as a Training Costs Agreement and signed by the employee and Altaira Nursing Services.

- 3.9 In the event that the employee does not complete the paid training for any reason whatsoever:
- i. If Altaira Nursing Services has paid for attendance at the training in advance, the employee will repay to Altaira Nursing Services all monies paid.
 - ii. If no payment has yet been made by Altaira Nursing Services for the training, no payment will be made. The employee will bear any costs the training provider may require.
 - iii. If the approval is for tertiary studies, if the employee withdraws from the study:
 - (a) within the first six months of commencement, no payment will be made by Altaira Nursing Services for the purpose of undertaking the course of study. If Altaira Nursing Services has paid for any aspect of the course of study in advance, the employee will repay to Altaira Nursing Services all monies paid.

or

- (b) within the first twelve months of commencing the course, the employee will repay to Altaira Nursing Services at the rate of 50% all monies paid to the tertiary institution for the purpose of undertaking the course of study

- 3.10 If the employee resigns from Altaira Nursing Services within 24 months of completing the paid training, the employee will reimburse Altaira Nursing Services on a pro rata basis, calculated per month. Beyond 24 months, the employee will not be liable to reimburse any amount for the paid training.

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3.11 In the event that the employee ceases to be an employee of Altaira Nursing Services for any reason whatsoever, the paid training arrangement will cease immediately and the provisions of item 3.9 iii(a) and (b) shall apply in regard to repayment of monies to Altaira Nursing Services.

4. Procedures

4.1 Costs for Short Programs/Courses/Conferences/Seminars etc

Payment for attendance will be made direct to the training provider by Altaira Nursing Services, following approval by the Director.

4.2 Reimbursement for Tertiary Fees

4.2.1 Altaira Nursing Services will reimburse FEE-HELP course fees subject to budget availability and in accordance with the terms and conditions of this policy.

4.2.2 Costs for books, student unions, graduation and supplementary exams do not qualify for reimbursement.

4.2.3 Employees seeking FEE HELP, TAFE and other approved course fee reimbursement must provide evidence of successful completion of each subject. A Reimbursement form must be completed and authorised by the Manager.

4.3 Employees Responsibilities

4.3.1 Seek Approval

4.3.1.1 Employees seeking to undertake paid training must discuss their plans with their Manager prior to seeking formal approval.

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4.3.1.2 A written request must then be submitted to the Manager.

4.3.2 Determine Time Off

4.3.2.1 Time off for the approved paid training will be negotiated subject to the training sought.

4.3.2.2 In respect to tertiary study courses, time off up to 5 hours a week will be negotiated only for attending lectures, tutorials and practicals in approved courses and is always subject to organisational convenience. Necessary travelling time and time off to sit for examinations will also be approved.

5. Provide Proof of Registration/Enrolment

5.1.1 Following approval to attend Short Programs / Courses / Conferences/Seminars etc (which will be paid directly to the Organisers), the employee must provide proof of their registration to attend.

5.1.2 In the case of tertiary studies approved under this policy, the employee must provide proof of their enrolment and acceptance to the agreed course to their Manager from the tertiary institution prior to commencing their studies.

6. Tertiary Study - evidence of successful completion of each subject

On the successful completion of each semester's subjects, the employees seeking FEE HELP (formerly HECS fees), TAFE and other approved course fee reimbursement are to provide evidence of successful completion of each subject to their Manager as soon as evidence is available.

7. Provide Information on Progress

The employee is to keep their Manager informed of their progress with their studies.

8. Manager Responsibilities

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Assess the Employee's Suitability for Support

Managers are required to:

- Assess the employee's potential for success by reviewing the employee's previous training/study record. Reference should be made to the employee's work performance records, previous training course attendances and outcomes of previous learning activities.
- Assess the employee's application for paid training and their professional development and retention in the organisation.
- Assess the alignment of the proposed training against Altaira Nursing Services' needs and future business and operational directions.
- Recommend/Not Recommend to the Director.
- Monitor the employees approved to undertake paid training, to ensure any commitments are undertaken in accordance with approvals.

Director Approval

Following the recommendation of the Manager all paid training is approved/not approved by the Director.

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