

## MANDATORY TRAINING PROGRAMS – ACADEMIC STAFF

### Guidelines for academic staff and supervisors

#### 1. PURPOSE AND SCOPE

These Guidelines provide important information about the University's requirement for academic staff to complete specific mandatory training programs related to their teaching and other responsibilities, as set out below and as specified in the Enterprise Agreement<sup>1</sup>.

#### 2. REQUIREMENTS

The mandatory training programs for academic staff, conducted by the [Centre for Innovation in Learning and Teaching](#) (CILT), are:

- the [Flinders Foundation of University Teaching Program](#) (FFOUT), which is to be completed by all new academic staff;

and one or both of the following programs, which may need to be completed where an academic staff member will be involved in work integrated learning and/or supervising higher degree by research students as part of their appointment:

- the [Managing Work-Integrated Learning Workshop](#) (WIL) for all staff involved in supervising, leading and managing WIL including placements and non-placement (simulated) activities, and/or

The mandatory training program for academic staff, conducted by the [Office of Graduate Research](#) (OGR), is:

- the [HDR Supervisor Development Program](#) for all academic staff new to the supervision of higher degree by research students. Staff can self-enrol in the Flinders Learning Online (FLO) training at: <https://flo.flinders.edu.au/enrol/index.php?id=53400>. NB: Teaching Specialist staff are not required to undertake the training as Adjunct Supervisors.

Evidence of completion of the mandatory training programs (or, where appropriate, formal exemption) is a condition of confirmation of employment<sup>2</sup>.

Exemptions from all or part of any of the above programs may be granted where the staff member has recent relevant experience and/or training (refer 3. below).

Failure to either complete or be granted exemption from mandatory training program(s) will be grounds for extension of the probationary period.

**2.1 Continuing and convertible academic staff members** are required to participate in and complete FFOUT and the other program(s) as appropriate, normally **within the first year of employment**.

Evidence of completion or exemption from the relevant officer, i.e. the Director, Centre for Innovation in Learning and Teaching, or the Dean of Graduate Research, **must be included with Form D** – the documentation that is to be completed during the probationary period in order to apply for confirmation of employment.

**2.2 Academic staff on fixed-term appointments greater than 12 months** are required to participate in and complete FFOUT and the other program(s) as appropriate, **normally within the probationary period**.

Staff members should contact the [Director, Centre for Innovation in Learning and Teaching](#), who will determine the training required.

Staff members will be required to provide to their supervisor(s) evidence of completion/participation in the relevant program(s) from the relevant officer for purposes of confirmation of employment at the end of the probationary period.

**2.3 Academic staff on fixed-term appointments up to and including 12 months** - completion of FFOUT and other relevant mandatory program(s) within the term of the appointment is a requirement of employment. Staff should contact the [Director, Centre for Innovation in Learning and Teaching](#), who will determine the training required.

<sup>1</sup> Flinders University Enterprise Agreement 2014-2017, Clause A27

<sup>2</sup> Flinders University Enterprise Agreement 2014-2017 Clause C6.5

### 3. PROCESS

#### 3.1 Establishing the training required and a training plan

The staff member should contact the Director, CILT within 4 weeks of commencing employment so that appropriate training requirements can be determined and a training plan can be established.

#### 3.2 Completions

will be recorded by the Centre for Innovation in Learning and Teaching (CILT) or the Office of Graduate Research (OGR) as appropriate. However, it is the responsibility of the staff member and her/his supervisor to ensure that the necessary evidence of completion(s) (or exemption(s)) is provided as indicated in 2. above, and 3.3 below.

#### 3.3 Exemptions

It may be appropriate in special circumstances to exempt a staff member from all (or part) of a mandatory training program, in recognition of significant experience or recent equivalent training.

While the onus is on the staff member to provide the case for full/part exemption, it is up to the supervisor to determine whether an exemption should be sought. Where the supervisor so determines, the case for exemption, accompanied by confirmation from the supervisor that the exemption is supported, should be submitted as follows:

##### 3.3.1 Exemption from FFOUT

The [Director, Centre for Innovation in Learning and Teaching](#) will consider a case for exemption on the information provided. If needed, the Deputy Vice-Chancellor (Academic) will have final authority for determining exemptions.

The **criteria for exemption** are:

- **Full Exemption** – may be applicable where a staff member has completed a similar foundations in teaching program from another university and is able to provide evidence of completion.
- **Part Exemption** – a staff member may receive part exemption if s/he submits a portfolio demonstrating teaching competence based on:
  - Several years of full responsibilities in a full academic teaching post including topic co-ordination, topic design, teaching, assessment and evaluation
  - Satisfactory peer and student reviews
  - Leadership in teaching and learning
  - Scholarly work in teaching such as publications, awards, leadership in curriculum and teaching development

An up-to-date curriculum vitae will normally form part of the portfolio.

##### 3.3.2 Exemption from the Managing Work-Integrated Learning Workshop (WIL) Program

Requests for exemptions should be forwarded to the [Director, Centre for Innovation in Learning and Teaching](#) for consideration and determination.

##### 3.3.3 Exemption from HDR Supervisor Development

Requests for exemption should be forwarded to the [Dean of Graduate Research](#) for consideration and determination.

The staff member and supervisor will be advised in writing of the exemption, if any, to be granted.

### 4. OTHER INDUCTION AND TRAINING PROGRAMS FOR ACADEMIC STAFF

#### 4.1 Academic Orientation Program

In addition to the above mandatory induction programs, all new academic staff are expected to attend the [Academic Orientation Program](#), also conducted by the Centre for Innovation in Learning and Teaching (CILT).

#### 4.2 Other training requirements

– such as Supervisor, and Work Health and Safety training etc., as referred to in the contract of employment – are outside the scope of these guidelines. However, where other training requirements have been specified, staff and their supervisors should discuss and include these in the training plan referred to in 3.1 above.