



pathways
southwest

Towards better mental health

Patron

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Education and Training Assistance Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Education and Training Assistance

Policy & Procedure

Policy

This policy provides guidelines for Education and Training Assistance. Pathways SouthWest Inc encourages and supports its employees and Board of Management to seek out ways to professionally develop themselves through education and training programs, which will develop their skills and knowledge through opportunities as it relates to the organisation.

Procedure

Approved Courses of Study:

- 1) Approved courses are those which in the opinion of the Management Team or the Board of Management are directly related to the person's present position or career potential and which on completion will ultimately benefit the organisation.
- 2) Approval must be obtained prior to embarking on a course of study (refer to Application for Student Status Form), to be eligible.
- 3) The course/unit information provided must include the content and duration of the study program (as per Training & Student Status Forms).
- 4) For approved courses of study a maximum of 5 hours per week will be considered (prorate).
- 5) Other training payment and hours (including travel) will be considered (as per Training Application Form).
- 6) Proof of successful completion, i.e. appropriate certificate must be submitted within 1 month of completion to the line manager or President (as appropriate).
- 7) Should the applicant not attend the approved training without adequate reasons, the applicant is expected to reimburse Pathways.
- 8) For approved courses Pathways requires ongoing proof of attendance.
- 9) Block attendance requirements will be considered by the Management Team based upon 5 hours per week. This may include annual leave and/or TOIL.