

Kaupapa-here | Learning and Development Policy

Mō wai me te whānuitanga | Audience and scope

This Policy applies to Te Pūkenga Council members, Te Pūkenga advisory committee members and all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed term contracts (collectively referred to as **Employees** in this policy document).

Mokamoka whakaaetanga | Approval details

Version number	2	Issue date	1 June 2022
Approval authority	Te Pūkenga Council	Date of approval	30 May 2022
Policy sponsor (has authority to make minor amendments)	Director People, Culture and Wellbeing	Policy owner	Chief Executive
Contact person	Keri-Anne Tane	Date of next review	1 December 2022

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		New policy
2	1 June 2022	Legal and Risk	High-level review and rollover pending confirmation of operating model and structure

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1. Pūtake | Purpose

The purpose of this policy is to continually expand the knowledge and skills of all employees. Te Pūkenga aims to continue to build organisational capability through the development of employees and ensure that Te Pūkenga is a learning organisation.

2. Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

The Council of Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti - Te Tiriti o Waitangi Excellence Framework should be fully embedded in the Policy. The Council notes that Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.

3. Ngā Mātāpono | Principles

Principles and Expectations

- 3.1. Te Pūkenga is committed to providing appropriate learning and development opportunities to all employees in order to support high performance in their current role and prepare them for future opportunities.
- 3.2. Learning and development may be focused on the specific technical requirements of an employee's role (for example, through coaching), more general business-based skills (such as the use of software or presentation skills) or developmental needs (such as leadership skills).
- 3.3. This will either be on the job, through informal coaching and instruction, or through formal courses and events with external providers.
- 3.4. All learning and development activities are expected to consider the following principles:
 - a) Specific skills or knowledge necessary for the future advancement of the employee within their current role, or within Te Pūkenga, will be the focus for learning and development activities.
 - b) Learning and Development activities must be aligned to, and documented in, the performance planning and review process.
 - c) An organisational focus of Te Pūkenga is continuing to build capability, therefore the importance of ongoing learning and development is recognised.
 - d) L&D activities will support and align to Te Pūkenga strategic direction and/or departmental business plans.

Delegations

- 3.5. Ultimately you are responsible for managing your own learning and development, however your manager will work with you to identify development opportunities that relate to your current role or internal career development pathway.

Most learning and development opportunities come from experiences within the job or the wider Te Pūkenga. In the cases where a course, training programme or other external activity is considered necessary, and a cost is attached, the appropriate authority holder will need to approve this in line with any applicable delegation and budget approvals.