

Learning and Development Policy

Effective date	1 April 2020	Policy owner	Chief Executive
Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
Date approved	1 April 2020	Last reviewed	1 April 2020

Purpose

NZIST is committed to continually expanding knowledge and skills of all employees. NZIST aims to continue to build organisational capability through the development of employees and ensure that NZIST is a learning organisation.

Scope

This Policy applies to all NZIST employees.

Principles and Expectations

NZIST 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.

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).

This will either be on the job, through informal coaching and instruction, or through formal courses and events with external providers.

All learning and development activities are expected to consider the following principles:

- Specific skills or knowledge necessary for the future advancement of the employee within their current role, or within NZIST, will be the focus for learning and development activities.
- Learning and Development activities must be aligned to, and documented in, the performance planning and review process.
- An organisational focus of NZIST is continuing to build capability, therefore the importance of ongoing learning and development is recognised.
- L&D activities will support and align to NZIST's strategic direction and/or departmental business plans.

Delegations

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 NZIST. 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.