



## 3. Training, Learning and Development



CSIRO Staff Association

### The Know Your Rights series

This is the third in a series of fact sheets to assist CSIRO union members to better understand and enforce our rights at work. The source of these rights is the new CSIRO Enterprise Agreement 2011-2014 (EA). The relevant reference for Training, Learning and Development is clause 38. Members are encouraged to read this clause in its entirety.

#### Why is this issue important?

In developing our bargaining position for negotiations, members clearly indicated that having an enforceable commitment to training, learning and development was essential. This commitment is reflected at clause 38a of the EA, which states in part:

‘The parties to the Agreement believe that all officers should have the opportunity to participate in relevant learning development and training activities aimed at improving individual and team performance, skills and knowledge, and the effectiveness of CSIRO.’

#### Is there a minimum amount of training, learning and development required?

Yes. For the first time this EA requires a minimum of at least five days of training, learning and development in each APA cycle (exclusive of travel). This must be reflected in your APA or an agreed development plan (clause 38b). The eAPA has been redesigned to incorporate this new requirement. For more information on the APA process, please refer to Know Your Rights fact sheet no.2.

#### Is it expected that most staff will exceed the minimum requirement for training, learning and development?

Yes. At clause 38b the agreement states in part: ‘It is recognised that a large number of CSIRO officers will exceed this minimum.’ This statement reflects current good practice. Importantly Clause 38b ensures that staff who have not previously had the opportunity to access at least five days training, learning and development, will now be able to do so.

#### How is training, learning and development defined?

Clause 38c states that training, learning and development activities may include ‘formal program and conference participation and on the job assignments (including but not limited to, e-learning, webinars, networking, shadowing, coaching and/or mentoring and participating in communities of practice).’ The activities should lead to the development of skills and/or knowledge for staff.

#### What can I do if my line manager and I cannot agree over my training, learning and development?

The first step is to seek advice from your Staff Association Workplace Delegate or Organiser. Do not sign off on your APA unless you are satisfied with the agreed outcomes. The steps to resolving the issue may involve the referral of the issue to the next level manager or the lodgement of a grievance or dispute under the EA, depending upon the individual circumstances.