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**Parent Documentation (where applicable):** N/A

- Purpose** This policy outlines Verus Peoples commitment to ongoing professional development and training for employees by reimbursing the cost of education up to the value of \$500 per calendar year.
- Scope** This is for all on hire staff who wish to enhance their skill set or add to their scope of knowledge through approved training providers.
- Policy**
  - It is important that all staff who are in the workforce representing the Verus People brand, are highly qualified and capable within their field of work. We recognise that staff who are well trained and knowledgeable in their specialty, not only benefits the workplace and colleagues, it increases scope and contributes to the staff member's overall satisfaction within their job. It is important that they maintain the knowledge and the skills to deliver quality clinical care.
  - Copies of records showing skills, training, qualifications and continuing professional development are retained with Verus Peoples files.
  - Education is not limited to professional technical skills updates but includes a variety of training and educational activities in areas of need, relevant to their employment, as they arise.
  - Methods for education/training opportunities include:
    - Education at formal institutions
    - Attendance at educational seminars
    - Online training
    - Books and resources from approved institutions
    - Conferences/Expos and exhibitions from approved institutions
  - Only candidates who have completed; 12 weeks for contracts, or 100 hours for shift based work, are eligible. Any exceptions must be approved by the Divisional Director.
- Procedure**
  - Our healthcare professionals involved in clinical care are encouraged to maintain their knowledge and upskill regularly to meet standards and competencies.
  - If an on-hire employee identifies a course, education session or resource, a workshop or a training that they wish to attend or purchase, they are to alert their recruitment or compliance consultant of their speciality to seek approval for attendance or purchase.
  - Once the education/resource is approved, the employee will be notified.
  - Once education is completed or resources purchased, the receipt and Statutory Declaration, must be lodged to the employees' recruitment within 7 days.
  - Reimbursement will be processed and paid into the employees nominated bank account within 14 days.
  - Training/qualification or attendance certificate should be forwarded to their recruitment or compliance consultant and a copied retained in the employee records and documented in the employee Training Plan.