

Procedure: Professional Staff Development Endowment Fund (PSDEF)

Purpose

To inform staff of the process and requirements when applying for [the Professional Staff Development Endowment Fund](#). The intention of this funding is to support attendance and participation in short courses, conferences and other comparable professional development opportunities.

Procedure

1. The Professional Staff Development Endowment Fund seeks to assist in the development of professional staff to enable them to contribute to the University beyond the expectations of their current role. The fund is used to contribute towards costs associated with recognised and acceptable professional development aimed at enabling professional staff to develop management and leadership capability, grow into a new role and/or develop new skills to meet changing University requirements.
2. The Professional Staff Development Endowment Fund assists with the cost of conference attendance, non-award courses, and other comparable professional development opportunities that do not lead towards a recognised qualification.

Eligibility

3. The Professional Staff Development Endowment Fund is open to all professional staff (excluding casuals) who have been continuously employed at the University for at least one year (excluding casual appointments), provided that the:
 - a. Professional staff on a fixed term appointment are employed for a minimum of a two-year contract, and have at least 12 months remaining on their contract; or Professional staff on a continuing contingent funded appointment for a minimum of two years, have at least 12 months of that funding remaining.
 - i. Applications may still be considered for cases where the staff member's position has less than 12 months funding remaining, provided that the College General Manager or Service Division Director endorses that an

extension is expected which will extend the position funding to at least 12 months.

- b. Professional staff are not on an extended period of Leave Without Pay.
4. Applications from Indigenous staff will be considered in light of the [Career Development policy](#) and the objectives and targets contained in the [Reconciliation Action Plan](#) which aim to improve the attraction and retention of Indigenous staff.
5. The staff member's performance process identifies that the:
 - a. eligible staff member's performance is at least satisfactory or better (in the most recent completed performance process or as indicated by the supervisor on the [PSDEF application form](#)); and
 - b. program is identified in, and directly relevant to the staff member's current performance process.
6. Applications are submitted by individual professional staff members or teams.
7. Local areas are to contribute at least 50 per cent towards the cost of the proposed development initiative.
8. The Professional Staff Development Endowment Fund is not used to:
 - a. maintain job related operational accreditation or membership (e.g. professional association membership fees), unless the accreditation/membership contains a component of training;
 - b. fund ongoing courses of study (for example, undergraduate and post-graduate degrees/diplomas) which may be supported through study leave and/or the Professional Staff Scholarship Scheme;
 - c. fund development opportunities which have been supported by other formal ANU scholarship schemes;
 - d. fund staff development in operational/day-to-day matters which are the responsibility of the local area;
 - e. cover the cost of living and travel related expenses;
 - f. provide development which has been identified as a result of a staff member's unsatisfactory performance.
9. Previous Professional Staff Development Endowment Fund recipients may reapply for the fund after a two-year period, from the date that they were advised that their previous successful fund application was granted.

Selection and level of support

10. Successful applicants can receive a contribution towards the cost of an approved development program up to a maximum amount of \$2,500 per person, subject to availability of funds, and where the local area contributes at least 50% of total cost.
11. The value of each scholarship is at the discretion of the selection committee, who take into consideration:
 - a. The total value of the identified career development initiative; and
 - b. The total contribution already provided to the staff member by the University (e.g. access to [Professional Staff Scholarship Scheme](#), or previous/current financial contributions paid by the local area).
 - c. previous funding received from the Professional Staff Development Endowment Fund
12. Applicants can seek additional assistance via appropriate funding sources (e.g. ANU Travel Grants, College based development assistance).
13. Priority is provided to applicants demonstrating continuous engagement with the performance process.

Preparation and submission of applications

14. There are two rounds annually for scholarship applications.
15. Applications must be submitted during an open scholarship round by the published deadline, and written on the current, approved [Professional Staff Development Endowment Fund application form](#), comprising of:
 - a. Staff member details, details of the development initiative, and funding amount requested (up to \$2,500 AUD);
 - b. Applicant case: how does the development initiative align with the staff member's future career direction;
 - c. Details of how the program supports the teaching/research/administrative direction of the College/Division/Centre;
 - d. An acceptable plan to disseminate results or otherwise share newfound expertise and knowledge more widely in the University community;
 - e. Supervisor's supporting statement, and Dean, Director, Service Division Director or College General Manager endorsement;

- f. Confirmation from the supervisor that the staff member's performance meets expectations or better, and that the development sought is relevant to the staff member's current role and career development;
- g. Documentation on the development initiative demonstrating program content and costs.

16. The development activity should have commenced after the closing date of the previous scholarship round.

Scholarship selection committee composition

17. Selection of recipients is made by a committee nominated by the University's Chief Operating Officer (COO).

18. The committee represents the breadth of the University and includes Indigenous representation, gender and professional breadth.

19. The committee quorum is three.

20. The committee is comprised as follows:

Title	Term
Chief Operating Officer OR a nominated representative (Chair)	Ex officio
Chief People Officer	Ex officio
Deputy Chief People Officer, Talent and Capability	Ex officio
Two senior professional staff members (e.g. Service Division Director, College General Manager, or School Manager)	Membership rotates on a two-year basis

Communication of outcome

21. Applicants receive written notification of the outcome of their application following committee endorsement.

22. A copy of the notification is provided to the applicant's supervisor.

Funds distribution

23. Funds are reimbursed to the successful applicant or local area upon submission of official receipts to HRD.Development@anu.edu.au.

24. Awarded funds must be exhausted within 12 months from the date of successful notification.

25. Recipients must notify the People and Culture Division via HRD.Development@anu.edu.au immediately if they are aware that they will not complete the approved initiative.

26. If the staff member does not complete the approved initiative, the committee reserves the right to recover awarded funds partially or in full.

Recovery of costs on termination of employment

27. Where a staff member resigns within 12 months from the date the scholarship is granted, the staff member must notify the People and Culture team by emailing HRD.Development@anu.edu.au.

28. Where a staff member resigns within 12 months from the date the scholarship is granted, the University may seek a refund up to the total awarded value of the scholarship.

Document information

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