

# Training, Learning and Development

## KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 37. Clause 37 should be read in conjunction with other Clauses of the EA, including Clause 36 (APA) for all staff and Part 3 of Schedule 2 if you are a Postdoc.

### 1) Why is training, learning and development important?

Training, learning and development is important to enable staff to reach their full potential and for CSIRO to succeed. Clause 37.1 of the EA states that “The parties to this 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.”

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

Yes. In each Annual Performance Agreement (APA) cycle, every CSIRO officer must have the opportunity to participate in a minimum of five days of training, learning and development activity exclusive of travel time. The activity must be aligned with business and individual needs and reflected in the APA or an agreed development plan (Clause 37.2).

### 3) Is it expected that most officers will exceed the minimum requirement?

Yes. Clause 37.2 of the EA states that “It is recognised that a large number of CSIRO officers will exceed this minimum.” The clear intent of this clause is to provide an enforceable minimum standard across all of CSIRO.

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

Training, learning and development opportunities 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).” (Clause 37.3).

### 5) 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 delegate or organiser. Do not sign off on your APA unless you are satisfied with the outcome.

The steps to resolving the issue could involve the referral of the issue to the next level manager under the APA process, the lodgement of a grievance or notification of a dispute under the EA depending upon the individual circumstances.

The Staff Association works to improve the working environment in CSIRO, in this case to simplify and improve transparency in APA and reward assessment. By joining the Staff Association, you are helping yourself, but also ensuring we can continue to enforce rights and provide greater opportunities for our members in CSIRO. For more information about membership talk to your local delegate or organiser, email [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)

## Important points

- Training, learning and development is important to enable staff to reach their full potential and for CSIRO to succeed.
- All APAs must provide the opportunity for staff to participate in a minimum of five days of training, learning and development activity.
- Training, learning and development opportunities may include “formal program and conference participation and on the job assignments.
- According to the EA, training, learning and development opportunities are important and aimed at “improving individual and team performance, skills and knowledge, and the effectiveness of CSIRO.”





CSIRO STAFF ASSOCIATION

**APPLICATION FOR MEMBERSHIP**

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

**CSIRO IDENT:** \_\_\_\_\_ **DR/MR/MRS/MS/MISS/Other** (Circle one) **FIRST NAME:** \_\_\_\_\_

**SURNAME:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_ **M/F/Unspecified** (Circle One)

**FLAGSHIP/BUSINESS UNIT:** \_\_\_\_\_

**SITE NAME:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_ **CSOF LVL & STEP:** \_\_\_\_\_

**TENURE (Indefinite or Specified):** \_\_\_\_\_ **FULL or PART TIME** (Circle one) **ATSI origin YES/NO**(Circle one)

**HOME ADDRESS:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**WORK EMAIL:** \_\_\_\_\_

**HOME EMAIL:** \_\_\_\_\_

**PH (Mob):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete the next section of the form, then hand to your delegate or organiser, or email to [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au)

**FOR YOUR INFORMATION**

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks notice, in writing, to the union.

Privacy Statement: The CPSU uses members' personal information for membership management and services. Any personal information collected will only be used for this or a directly related purpose. In that context, we may contact you at a later date. Your personal information will not be disclosed to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access our privacy policy and any information we hold about you by calling 1300 137 636 8am to 8pm (AEST) Monday to Friday.

**AUTHORISATION FOR PAYROLL DEDUCTION**

**TO: THE CSIRO PAY OFFICER**

Please credit 0.60% of my salary to MEMBERS AND EDUCATION CREDIT UNION (MECU)/LABORATORY CREDIT UNION (LCU) from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to MECU/LCU and should remain in force until further notice.

The amount to be deducted and credited to MECU/LCU may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

**CSIRO IDENT:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **CSOF LVL/STEP:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_