
PEOPLE AND CULTURE POLICY

Education and Professional Development Policy

Building skills, knowledge and pathways for our people and community

Version 1.1 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Employees of THRIV3 (development opportunities extend to volunteers under the Volunteer Management Policy)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Performance Development, Improvement and Attendance Policy (v2.0); Volunteer Management Policy; THRIV3 Handbook; Forms F29 and F30

1. Purpose and Scope

Education is one of THRIV3's three E's. When knowledge flows, people grow. This policy sets out how THRIV3 supports the education, training and professional development of our people, building skills that serve both the person and the community.

2. Our Approach

- Every employee has a **Personal Development and Learning Plan (PDLP)**: their individual roadmap at THRIV3 and a required part of employment. The PDLP belongs to the employee; the manager supports, resources and removes barriers. PDLPs are built together after each 360 Degrees of Feedback session, contain SMART goals and an LLND assessment (Literacy, Language, Numeracy and Digital) that shapes how training is delivered, and are reviewed together at least every six months (Forms F29 and F30, under the Performance Development, Improvement and Attendance Policy).
- Development includes accredited training (Certificates, Diplomas, licences and tickets), cultural learning, mentoring, conferences, secondments and on-the-job growth.
- Training required for a role (for example First Aid, WWCC-related training, chemical handling, boat or vehicle licences needed for the job) is paid for by THRIV3 and completed in paid time.
- THRIV3 prioritises development that builds long-term pathways for Aboriginal and Torres Strait Islander people, including traineeships delivered through The Bridge pillar.

3. Study Support

Where an employee undertakes formal study relevant to THRIV3's work or their PDLP goals, the CEO may approve support including paid or unpaid study leave for classes and exams, flexible rostering around study commitments, and full or partial payment of course fees. Support is agreed in writing before the course begins and may include a reasonable commitment to remain with THRIV3, or to repay a fair portion of fees if the person leaves shortly after THRIV3 pays for the course.

4. Obligations

People supported to study or train attend and genuinely participate, complete the training, share what they learn with the team (bring it back), and provide evidence of completion for THRIV3's training records and their PDLP.

5. Responsibilities and Review

The Board resources development through the annual budget. The CEO approves study support, keeps the training register (including expiry-tracked licences and tickets), and reviews this policy annually. Managers build PDLP goals into everyday work and check in on progress at least quarterly.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026