# Protocol: Professional Development Fund

The Sir Roland Wilson Foundation’s (the Foundation) Professional Development Protocol should be read in accordance with the Scholar Handbook, Deed of Agreement and Conditions of Award.

## Professional Development Fund

Sir Roland Wilson scholars can apply to access the Foundation’s Professional Development Fund of up to A$5,000 during their final year of their scholarship (i.e. the third year of their PhD, or fourth year if an extension has been approved), and their first year back post-completion.

All Pat Turner scholars can apply to access the fund for up to A$5,000 at any time during the scholarship and the first year back in their Agency.

Scholars are expected to identify complementary development activities, which align and integrate with Australian Public Service (APS) leadership and talent management approaches and programs. These activities should facilitate the scholar's return to service and enhance their effectiveness in the workplace. For example, scholars may use the fund to access professional coaching or training courses domestically, or to support cross-institutional exchanges. Scholars should consult with their APS mentors, academic supervisors and Foundation staff before finalising their proposal.

The Fund is proposal-based and contingent on annual budget approval by the Foundation’s Board of Directors. Any un-accessed professional development money remains with the Foundation and is not payable to the scholar.

## Professional Development Fund Approval Procedure

1. Complete the Professional Development Proposal Form.
   1. When formulating the proposal, consider these questions:
      * What are the intended learning outcomes from this activity?
      * What is the relevance of this particular activity to my current/future work role?
      * How will my agency benefit when I achieve the intended learning outcomes?
      * How will others benefit from my learning?
      * What are the longer-term benefits?
2. Seek APS endorsement of proposal from agency supervisor or mentor.
3. Submit the form to [srw.foundation@anu.edu.au](mailto:srw.foundation@anu.edu.au) for approval.
4. Once approved, work with the Foundation team to arrange bookings or invoice payments.

# Proposal Form: Professional Development Fund

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For more details, refer to **Protocol: Professional Development Fund**.

|  |  |
| --- | --- |
| Name |  |
| Proposed dates of professional development opportunity |  |
| Purpose/rationale:   * What are the intended learning outcomes from this activity? * What it the relevance of this particular activity to my current/future work role? * How will my agency benefit when I achieve the intended learning outcomes? * How will others benefit from my learning? * What are the longer-term benefits? |  |
| Cost  (include breakdown) |  |
| Conferences  (include dates and locations) |  |
| Courses/training  (include dates and locations) |  |
| Other  Eg. professional coaching |  |
| Proposed travel budget  (if required) | |
| Travel |  |
| Accommodation |  |
| Conferences/courses |  |
| Other |  |
| Budget Total |  |

|  |  |  |
| --- | --- | --- |
| APS endorsement | | |
| Proposal endorsed by  (Agency supervisor/ APS mentor/ appointed APS delegate) | Name |  |
| Position |  |
| Signature |  |
| Date |  |