

LEARNING and DEVELOPMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Employee Development Policy
Approval Date:	July 2, 2020
Effective Date:	July 2, 2020
Procedure Owner:	Vice President, People and Culture
Procedure Administrator:	Director, Culture & Development

Overview:

This procedure focuses on guidelines and processes for all Professional Development (PD) at NorQuest College, excluding Tuition Waiver. This includes:

- work time to participate in professional development,
- professional development with PD spending account funding,
- and professional development that is fully or partially funded through the Learning and Development (L&D) Fund.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

NorQuest College is an organization that supports ongoing learning.

The growth and advancement of NorQuest College is a shared responsibility by encouraging the growth of our employees. Each employee's learning and development contributes to our collective impact, learning agility, and adaptability. When every member of our organization invests focus and effort into learning consciously, continuously and courageously, we advance our strategic goals and we transform lives.

Together, NorQuest College and NorQuest employees co-invest in learning and development. Leaders support and encourage direct reports to learn continuously. Adopting a "growth and disruptive mindset" allows us all to contribute more fully to NorQuest's future.

Principles of NorQuest College's Approach to Learning and Development

1. Access

- All employees have access to learning and development opportunities while working at NorQuest College.
- The Learning and Development Fund (L&D Fund) is a college-wide fund established to distribute a set amount of funds each fiscal year for employees with Permanent or Term status.
- Additional sources of investment and funding (I.e. Tuition Waiver; Business Critical Training).

2. Collaborative Decision Making

- Learning and development aims to include opportunities that are both personally relevant and align with college priorities.
- Employees and leaders work closely to establish priorities for learning and development, and to engage in ongoing conversations about it.

3. Shared Responsibility

- All employees take responsibility for investing in ongoing learning and development, to stay current and to develop personally and professionally.
- Leaders have the responsibility to encourage and support ongoing learning and development with each person who reports to them.
- Sharing learning accelerates our growth. Employees are asked to share key learnings from their learning and development with relevant NorQuesters and/or via relevant channels (e.g. MS Teams, etc.).
- All employees develop a Learning and Development plan each (fiscal) year, adapting and sharing the plan throughout the year in conversations with their leader.

Learning and development is ongoing, and occurs informally and formally:

<i>Category</i>	<i>Examples</i>
In the flow of day-to-day work, while living the Qs	<ul style="list-style-type: none"> • While fulfilling our roles and responsibilities (Qs: Be dependable; Find ways forward). • In carrying out projects and assignments that stretch us (Qs: Find ways forward; Be boldly curious and intentionally courageous). • In regular performance conversations and checkpoints between employees and their leaders (Qs: We > They; Have honest conversations). • In taking initiative and action to fix, improve, iterate and reimagine processes and experiences (Qs: Lead from where you are; Start small AND think big). • In completing Compliance requirements such as digital security, code of conduct, OH&S training, etc. (Qs: Be dependable; Lead from where you are). • In staying current with NorQuest happenings (via NQ Unscripted, In the Loop e-newsletter, The Q stories, etc.) (Qs: Lead from where you are; We > They).
Individual L&D	<ul style="list-style-type: none"> • Independent (e.g. self-initiated and self-guided reading, podcasts or audiobooks, research, webinars, etc.) • Group or Community of Practice (e.g. Conversation Circles; Action Labs; etc.)
Internal L&D	<ul style="list-style-type: none"> • Internal offerings (e.g. Learning Days, LRN Offerings, Speaker Series, etc.) • Internal Opportunities Career Portal (e.g. Contributions within NorQuest College to gain new skills and perspectives)
External L&D	<ul style="list-style-type: none"> • Courses (credit and non-credit via post-secondary institutions) • Conferences, workshops offered by external organizations (courses that may lead to a certificate or accreditation)

As a guideline, all employees are asked to invest in their learning and development by completing **three (3) or more days of learning and development each fiscal year** from the Individual, Internal and/or External categories.

A new L&D form via the [Learning and Development Hub](#) is required for all learning and development events of internal and/or external categories.

Procedures:

Sources of Funding Available to Support Learning and Development

	Learning and Development Fund (L&D Fund)	Professional Development Spending Account (Individual) (PDSA)
What it is	A college-wide fund established each fiscal year to support post-secondary course-based learning and conference/workshop registration fees	An individual spending account for investing in ongoing learning and development
Available to whom	Permanent and Term Employees	Permanent Employees
What it can cover	Tuition fees for credit and non-credit courses at post-secondary institutions including graduate studies Registration fees for conferences / workshops	Post-secondary course or program fees (tuition, application / registration, student fees) Registration fee (conference, workshop) Course books and materials (<u>not</u> including technology, software, hardware) Travel costs (transportation, accommodation, food) to and from formal learning events Memberships and accreditation costs Books and materials for self-directed learning (Individual L&D)
Maximums per fiscal year	Cap of \$2500 total per employee , including for Graduate Studies funding support. Cap of \$500 total per employee for registration fees for conferences, courses, workshops.	Individual Contributors \$500 per fiscal year Can bank up to 5 years Managers \$1000 per fiscal year Can bank up to 3 years Deans and Directors \$1500 per fiscal year Can bank up to 3 years
How to access it	Apply and manage the application via the Learning and Development Hub . Add a "New Item" on the Learning and Development Hub, detailing the learning event.	Apply and manage the application via the Learning and Development Hub . Add a "New Item" on the Learning & Development Hub, detailing your plans to access your PD Spending Account. Leaders will receive notification of details submitted.



	Leaders will receive notification of details submitted. Director, Culture and Development will receive notification for review and processing.	Enter the L&D application ID assigned by L&D hub to the "Claim Description" field when submitting "PD Spending Account" expenses for reimbursement with Alberta Blue Cross.
Additional notes	The PD Spending account is a benefit and, therefore, does not get paid out when employees leave the College.	
Record formal learning	Record time invested in formal learning (half day or longer) under the code "Prof Develop" in Novatime.	
	<p>In addition to personal investment in learning and development, there are additional sources of college funding available for specific purposes.</p> <p>These sources are not covered in this Procedure.</p> <p>Business Critical Training is a separate fund co-managed by Deans and Directors.</p> <p>Tuition waiver is a process for taking NorQuest courses. The current procedure for Tuition Waiver is linked at the end of this Procedure.</p>	

Learning and Development Fund (all Permanent and Term employees)

- Related processes to be completed separately, if they apply:
 - Record time in Novatime under "Prof Develop" if the PD takes a half-day or longer. This does not deduct hours from leave balances, and creates a fuller picture of learning and development at NorQuest College.
 - Return Service Agreement
 - Expense Claim for L&D fund via PeopleSoft Finance

Professional Development Spending Account (Permanent employees only)

- Employees must ensure that their expense reimbursements are accurate, aligned with the reimbursement criteria, and in scope of Learning and Development for and on behalf of NorQuest College.
- Related processes to be completed separately, if they apply:
 - Record time in Novatime under "Prof Develop" if the PD takes a half-day or longer. This does not deduct hours from leave balances, and creates a fuller picture of learning and development at NorQuest College.
 - Claim reimbursement for the PD Spending Account via Blue Cross

Definitions:

Employee: includes a person who works for or is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Fee Assessment or Fee Schedule: is a complete listing of the various fees determined by the learning event offering institution that make up the total cost of a course, workshop or conference.

Return Service Agreement: is a written agreement between the employee and employer. It specifies the length of service required by the employee in response to the financial commitment provided by the employer. It also stipulates the required repayment of funds if the length of service requirement is not provided.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Tuition Fees: those fees specified in section 2 of *Tuition and Fees Regulation* under the *Post Secondary Learning Act*.

- [Employee Development Policy](#)
- [Return Service Agreement template](#)
- [Tuition Waiver Request Procedure](#)
- [Post Secondary Learning Act](#)
- [Tuition and Fees Regulation](#)

July 2024

July 2020: new (replaces retired Graduate Studies Funding and Professional Development Support Procedures)