**PURPOSE**

**The purpose of this work instruction is to provide the framework for VenuesLive staff to apply to participate in the Venue Management School.**

**SCOPE**

VenuesLive supports the ongoing development of our people. We encourage our team to seek opportunities to improve job effectiveness, skills and knowledge.

VenuesLive recognises the Venue Management Associations’ Venue Management School as a valuable professional development opportunity for its people.

**WORK INSTRUCTION DETAIL**

Employees wishing to undertake Venue Management School should discuss this with their Manager, in the first instance. If the activity is supported by the direct Manager, an Application to Attend Venue Management School should be completed and submitted to the relevant General Manager for consideration.

In order for attendance to be approved it must satisfy at least two of the following criteria:

 Was identified in the most recent performance planning meeting of the applicant.

 Attendance delivers value to VenuesLive.

Attendance supports the professional development plan of the student.

Attendance contributes to the overall advancement of their department objectives.

It is a condition of participation that students complete the Diploma of Venue Management offered alongside Venue Management School attendance.

All applications to attend Venue Management School will be assessed by a panel consisting of the General Managers of the applicants, General Manager Human Resources and the General Manager Organisational Development.

Successful applicants are issued with a letter of agreement that must be signed upon receipt of approval to participate in the activity.

Unsuccessful applicants are informed of the outcome and given any relevant feedback by their General Manager.

Expenses incurred as a result of participating in Venue Management School must be pre-approved as outlined in the Application to Attend Venue Management School.

The guiding principle for all professional development activities is that they are generally captured as part of the annual performance planning process. This principle does not preclude VenuesLive employees from making application for Venue Management School if it is not contained in a performance review discussion. This is however, the preferred method by which professional development activities are captured.

Inclusion in a performance planning discussion does not indicate approval to attend Venue Management School. The work instruction above must be followed in order to gain approval.

Related documents: Application to Attend Venue Management School, VenuesLive Leave policy

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| **RESPONSIBILITY:** | General Manager, Organisational Development |

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| **AUTHORISED BY:** | COO | Date: 10.07.19 |
| **INTERESTED PARTIES:** | All departments |
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| **REVIEW FREQUENCY:** | Annual |