



Educational and Professional Development Policy

CSW ICT Policy (POL) for:		Educational and Professional Development Policy	
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Author:	Tristan Chen	Next Review Date:	January 2026
Reviewer	Exec/GM		

Revision History			
Version	Description	Author	Date
0.1	Draft	Tristan Chen	Jan 25
1.0	Initial Version	Tristan Chen	Jan 25
1.1	Various updates and inclusions	Tristan Chen	Feb 25
1.2	Reviewed for Website Publishing	Soren Walker	Apr 14

Purpose and Objective:
Details on the CSW-IT Educational and Professional Development Policy.

References:

1. Introduction

- 1.1 Clear Corporate Technology Pty Ltd ("**Company**") recognises that its employees are continually improving themselves through both informal on the job training as well as a variety of formal professional development training programs. The Company actively encourages its employees to pursue these opportunities to develop their skills and achieve standards of excellence.
- 1.2 The purpose of this Educational and Professional Development Policy is to clarify how the Company may enable its employees to attend and participate in education, training and formal professional development programs with minimal disruption to the Company's operations.

2. Scope

- 2.1 This policy applies to all employees of the Company.

3. Unpaid Study Leave

- 3.1 Subject to prior written approval of the Company, all employees may take up to 5 days of unpaid study leave each calendar year. This leave does not accumulate from year to year.
- 3.2 These days will not be paid for and will not count as time worked.
- 3.3 An employee may request to take another form of paid leave instead of unpaid study leave.

4. Obligations

- 4.1 Employees are only permitted to take study leave for the following purposes:
 - i. to attend an examination conducted by their education institution;
 - ii. to study for an examination;
 - iii. to complete and submit an assignment;
 - iv. to attend on-site classes or seminars at their education institution; or
 - v. another purpose approved by the Company.
- 4.2 Employees are required to provide at least two weeks written notice to the Company that they intend to take a period of study leave. Employees may also be required to provide evidence that would satisfy a reasonable person that they intend to use the study leave for one of the purposes in clause 4.1 above.
- 4.3 If an employee has exhausted their entitlement to study leave in a given year, they may apply for annual leave in accordance with the Company's leave policy.

5. Training and Development Programs

- 5.1 Where an employee wants to attend a training and development course, undergo a form of short study, or attend a seminar or event that is relevant to their role ("**Program**"), the Company may, at its absolute discretion, pay for some or all of the Program or treat the employee's time spent undertaking that Program as time worked.
- 5.2 Employees must submit their request to attend a Program to the Company at least two weeks prior to the commencement of that Program. The Company may consult with the employee to determine if the Program is relevant to that employee's role, before deciding if the Company will cover part or all of the cost of that Program.
- 5.3 Where the Company agrees to pay for or contributes to a Program on behalf of an employee, the employee may be requested to enter into an agreement with Company ("**Professional Development Payment Agreement**").
- 5.4 The Professional Development Payment Agreement may require the employee to repay an amount paid by the Company in respect of the Program should the employee terminate their employment with the Company, or is terminated for misconduct, within a specified period after completing the Program.

6. Breach of this policy

- 6.1 Any employee who is found to have breached this policy may be subject to disciplinary action, up to and including termination of employment.

7. Variations

- 7.1 This policy does not form part of any employee's contract of employment. The Company may vary, replace or terminate this policy from time to time.