

Induction and Professional Learning

An induction program is a structured way of providing responsible persons who are new to a school with the information and support they need to be confident and productive in their role. The aim is to help them to understand:

- the school and the environment in which it operates
- their role, duties and obligations
- the laws and policies that apply to the school.

What is involved in an induction program?

A school-based governance induction program typically involves:

- introducing the school's Principal and other key personnel such as members of the school's governing body
- an overview of the school's governance arrangements, operations, strategic plan, financial position and recent governance decisions
- information about responsibilities and obligations.

The school's proprietor is responsible for developing, and delivering, the induction program for each responsible person before they start in the role at the school, or within 3 months of them starting.

The induction process may also involve identifying training and development needs to ensure each responsible person can contribute effectively to their role.

Induction must include a training program conducted by a [NESA-approved governance training provider](#).



Induction register

It is important for schools to keep a register of responsible persons' induction. The register must comply with the requirements detailed in the [registration manual](#) and be retained for 7 years before archiving. Sample registers are available on the [NESA website](#).

Professional Learning

Schools are required to have and implement policies and procedures for the ongoing learning of its responsible persons, including the completion of 12 hours of NESA approved school governance professional learning every 3 years, and maintaining and retaining a register of this professional learning.

It is important to decide who will keep the register and monitor the completion of professional learning. How often will this be reviewed and where will the records be stored? The school's governing body may like to review the register annually to ensure that requirements are being met and plan for the upcoming year.

Typically, the school's governing body will identify and determine the training needs for its responsible persons, based on the strategic plan or current gaps in the governing body's skills. All responsible persons may undertake the same training, at the same time or not, while in other cases, those with specific responsibilities complete courses specific to their role.

Not every responsible person will need to complete the same professional learning as some may have pre-existing qualifications or professional experience. Regardless of their experience, it is important that all responsible persons engage in governance related professional learning that is relevant to and accounts for the school's context.

For example, if a responsible person is on the governing body's finance committee but has no prior experience in this area, then finance related professional learning would be essential.

Not all training can be included and count towards the 12 hours of professional learning. The governance training courses must be approved by NESA. A list of approved training providers and their courses is on the [NESA website](#).

Professional Learning register

When maintaining and retaining a register of professional learning for the school, it is essential to record details that comply with the requirements detailed in the Manual. Sample registers are available on the [NESA website](#).

The professional learning register must be retained for a minimum of 7 years.

Certificates of course completion should be retained as evidence of course completion, either digitally or in hard copy.