



Revision 6 Page 1 of 1	Date 18 Feb 2015	Training and Development
Revised by Sean Donovan	Approved by Fr Adrian Meaney	MSCM453 - Training and Development Policy (ACFID D.5.3).docx

This policy meets the requirements for ACFID accreditation for section D.5.3 Training and Development

Commitment

Training provides MSC Mission Office Australia staff and volunteers with relevant skills and a better understanding of MSC Mission Office Australia practices and spirituality. This knowledge can be directly translated into improvements to MSC Mission Office Australia projects, donation handling, governance and overall operation.

Staff and Partner Training

This training policy forms part of a larger MSC Mission Office Australia management policy.

Staff and partner training is developed cooperatively with input from board members, volunteers, employees and partners. The ultimate goal of a staff training is to have staff and volunteers who can ensure continuity in the MSC Mission Office Australia's operations and can implement sound projects.

Areas of Training

Training may be required for:

- MSC spirituality
- Project and program management
- Charity governance
- Documentation procedures
- MSC Mission Office Australia operations and administration
- Information technology
- Financial planning and fundraising
- Complaint procedures

Resources

Training needs may be met through:

- Workshops and Seminars
- In-house training sessions
- In-house library of books and periodicals
- Conferences
- Visits and study tours
- Meetings of regional MSC Mission Office groups
- Audio-visual education kits
- Professional exchanges
- Active participation in associations
- Use of information technology and online material