

NMIT KAIMAHI LEARNING AND DEVELOPMENT POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	People and Culture		
Approval Date	26.05.2026	Sponsor	People and Wellbeing Manager
Next Review	01.01.2027	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) All NMIT employees, including permanent, fixed-term, casual employees and secondees providing services to NMIT (may be collectively referred to as kaimahi in this policy).

Te Pūtaki | Purpose

The purpose of this policy is to reinforce and clarify our commitment to building organisational capability through the development of our employees. We recognise that developing skills and knowledge supports our people to achieve their professional goals, enhances wellbeing and commitment, and enables fulfilment of NMIT's strategic objectives.

Ngā Mātāpono | Principles

Learning Culture

NMIT is a learning organisation, committed to the ongoing development of the knowledge and skills of all employees. We know that investing in our people builds connection, satisfaction and wellbeing, and supports continual improvement so that we achieve better outcomes for learners and meet stakeholder expectations.

We value and support a high performing culture and encourage our kaimahi to have a focus on lifelong learning, developing themselves within and beyond their current expertise. In doing so, we enable rich and diverse individual careers, with the ability to influence positive change for our ākonga and our Te Taihū community.

Giving Effect to Te Tiriti o Waitangi

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti.

We will work to embed culturally appropriate processes and responses into our practices for supporting and developing our kaimahi.

Kaupapa Here | Policy Statements

NMIT provides and supports a range of formal and informal learning and development opportunities available to kaimahi from commencement of employment including:

Induction

- Online and planned activities over several months that enable new kaimahi to understand NMIT systems and processes and people and become productive in their role.

Academic probation

- Coaching, time and training for new ASMs to gain knowledge and skills and training to become effective in their teaching roles, and to gain compulsory adult teaching qualifications.

Academic progression

- Opportunities, guidance and support on the career pathway to more senior academic positions.

Engagement Days

- Institute-wide engagement days that are scheduled in advance, and require attendance by all kaimahi

Discounted tuition fees

- Up to 90% fees discount on approved NMIT courses and programmes, for kaimahi employed on a 0.3 proportion and above, and extended to the employee's partner and children under 25 years of age.
- The amount of the discount depends on employment proportion and is subject to stated conditions.

Leadership support

- Internal online and practical support for kaimahi currently in or working towards leadership roles within NMIT.

Work-related activities

- Engagement in academic and other NMIT forums, including working groups and committees.
- As and when required, kaimahi may pursue internal secondments, industry placements, stretch assignments, or higher duties

Research and Innovation

- Training, funding and dedicated support is available for kaimahi who are keen to engage in formal, planned investigation and research within their discipline or industry.

Professional development opportunities

- Internal coaching, seminars and workshops for kaimahi, online and face-to-face, as appropriate
- Professional development leave
- NMIT allocates an annual budget that enables kaimahi to engage in formal learning and development through an application process; conditions apply as detailed in [NMIT Kaimahi Learning and Development Procedures](#) and the **Professional Development Decision Matrix** (Appendix).

All approvals and expenditure are in accordance with [NMIT Sensitive Expenditure Policy](#), [NMIT Delegations Policy](#), and all associated procedures.

Performance planning, review and management

Learning and Development activities must be aligned to, and documented in performance planning, review and/or management processes.

Kaimahi are responsible for managing their own learning and development and will work with their manager to identify development goals and opportunities that relate to their current role or internal career development pathway.

Kaimahi are responsible for identifying, applying for and managing their own professional development plan alongside their manager. Access to learning and development opportunities is subject to operational requirements, available funding, organisational priorities, and equitable consideration across teams. On occasion a manager may also:

- Identify development opportunities that relate to an individual's current role
- Direct development to support internal career development pathways
- Direct development as part of a performance management process

Ngā Haepapa | Responsibilities

Role	Responsibilities
All kaimahi	Responsible for engaging in and managing their own learning and development.
Line managers	Carry out performance planning, review and management processes for all direct reports. Manage learning and development records in accordance with the Public Records Act
People & Wellbeing	Provide guidance, systems, oversight, and reporting relating to learning and development practices, and support the implementation of best practice learning and development frameworks across NMIT.
SLT/Directors	Support organisational capability planning and equitable access to development opportunities

Ngā Tikanga | Definitions

Term	Definition

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Performance Management Policy

[NMIT Delegations Policy](#)

[NMIT Delegations Register](#)

[NMIT Information and Records Management Policy](#)

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Kaimahi Learning and Development Procedures

TURE WHAI TAKE | RELEVANT LEGISLATION

[Education and Training Act 2020](#)

NGĀ TAPIRITANGA | APPENDICES

Professional Development Decision Matrix

Appendix: Professional Development Decision Matrix

APPENDIX: PROFESSIONAL DEVELOPMENT DECISION MATRIX

This matrix provides guidance for consistent and equitable decision-making regarding learning and development support at NMIT. All approvals remain subject to operational requirements, available budget, organisational priorities, and delegated authority approvals.

Development Request	Casual or Fixed Term under 12 months	Permanent or Fixed Term over 12 months under 0.5 FTE	Permanent or Fixed Term over 12 months 0.5–0.99 FTE	Permanent 1.0 FTE	Approval Guidance
Training or development required for the role, compliance, registration, or health and safety	Eligible	Eligible	Eligible	Eligible	Normally fully supported with manager approval
Development aligned to NMIT strategic priorities or workforce capability needs	Eligible with manager endorsement	Eligible	Eligible	Eligible	Supported subject to business need and budget
Development identified through performance planning, review, or performance management	Eligible	Eligible	Eligible	Eligible	Supported where development is required to build capability
Professional development directly related to current role or future internal career pathway	Eligible with manager support	Eligible	Eligible	Eligible	Support may include partial or full funding depending on relevance and budget
General professional development with some relevance to role	Limited discretionary support may apply	Limited discretionary support may apply	Eligible	Eligible	Usually lower-cost or partial funding support
Personal interest development with limited relevance to role	Generally self-funded	Limited discretionary support may apply	Limited discretionary support may apply	Limited discretionary support may apply	Exceptional support may be approved where organisational benefit exists

Notes

- Development support may include course fees, workshops, conferences, study leave, coaching, mentoring, secondments, or project opportunities.
- Leaders should consider equity, succession planning, workforce capability, and organisational benefit when reviewing requests.
- Development should be discussed through performance and development planning conversations.
- Significant development investment may include an expectation that learning is shared across teams or the organisation.