

The Learn and Leap Opportunity (LLO) Program Guideline

The Learn and Leap Opportunity (LLO) Program enables employees to register interest in short term developmental opportunities which can broaden their skills and experience and in the longer term, potentially enhance their career opportunities. The LLO also helps in providing the organisation with a flexible workforce.

The LLO provides the employee with the opportunity to gain new skills and may involve on-the-job or specific training. LLO's may arise through a variety of situations:

- An employee goes on long service leave – this could create an opportunity for another employee to develop their skills within this role.
- Excess work has been identified within the division and an additional workforce is required for a short term period

An employee's salary is not affected by a LLO – it is purely an opportunity for an employee to gain additional experience and skills which may assist them at a later stage in their career. At the conclusion of their participation in a LLO an employee returns to their substantive role, conditions and tenure.

Each LLO will be for a specified duration which may range from short term periods or alternatively be a more intermittent arrangement (e.g. 2 hours per day). It is generally expected that the LLO opportunity will not extend beyond a maximum period 6 months from the commencement of the program. Examples of term application i.e. 12 weeks full time, 24 weeks at 2.5 days per week etc.

Management will register a LLO when it aligns with their operational requirements. The LLO is required to be approved by the General Manager/Institute Heads and will be discussed in referred to Human Resources. The LLO Manager is responsible for submitting formal LLO requests, assessing applications, discussing and negotiating appropriate sharing/transfer/rotation arrangements with the incumbent's Manager.

Employees wishing to apply for an LLO must discuss the opportunity with their Manager prior to applying for an advertised LLO in order to facilitate a discussion which takes into consideration their current work capacity and local operational requirements. Due to the nature of their engagement, casual employees are not eligible for participation in the LLO program. Additionally a LLO cannot be used to extend the term of an employee.

The Manager of the employee requesting to participate in the LLO must take into consideration capacity levels of their division before agreeing to the arrangement as there is an expectation positions will not be backfilled.

Once agreement has been reached with all stakeholders, the arrangement will be confirmed in writing by HR and will confirm the specific outcomes, expectations, start and finish dates and time allocation of the LLO.

A LLO will not to be used for an identified vacancy (on-going work). Should the LLO develop into a vacancy, the process for filling vacancies identified in the Recruitment and Selection Handbook will be followed.

All Managers are responsible for considering development opportunities for their staff and encouraging their employees to be proactive in their career development.

Process for LLO Recruiting Managers:

