The Institute of Professional Editors Limited

Policy Name: Professional Development Support policy
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Reviewed by: IPEd Council
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1. Purpose and applicability

This policy sets out the details of the professional development support available to member societies of editors from the Institute of Professional Editors Ltd (IPEd).

2. Professional development support

Professional development support is available to all member societies of IPEd when using interstate presenters or mentoring scheme coordinators in society-organised workshops and courses for the benefit of editors (members or non-members).

The total support amounts available to all societies for training and for the mentoring scheme shall be determined by Council each year and specified separately in the annual budget. The maximum reimbursement for each society shall be determined by Council at the start of each financial year.

Council may allow larger reimbursements for smaller societies.

Societies can make more than one claim during the financial year, but the total of claims made in the financial year cannot exceed the maximum determined by Council.

Funds are allocated on a first come first served basis.

3. Costs covered

3.1 Travel and accommodation costs up to the maximum approved by the Council will be reimbursed to societies for trainers and mentoring scheme coordinators sponsored by IPEd to travel interstate to conduct training or mentoring scheme workshops,

3.2 Such expenses may include airfares, accommodation, airport transfers, and/or transport to and from workshop venues but not other incidental city travel. Anyone incurring expenditure on behalf of IPEd at such activities will seek to minimise it. Thus, participants will choose low-cost airfares and inexpensive accommodation whenever it is possible and reasonable to do so.

3.3 Accommodation costs may include overnight accommodation with breakfast included, but will not include other meals.

3.4 Other expenses incurred by such trainers or mentoring coordinators may be met by the host society, subject to an arrangement outside the IPEd sponsorship. This includes additional travel or accommodation costs, meals, training fees and other incidental expenses.

3.5 It is the responsibility of IPEd and the host society to make these conditions clear to any third party in advance of confirmation of the arrangement.

4. Claim details

The host society should inform Council in writing of workshops or courses proposed for support before the events are held. The proposal should identify:
• Date and title of the workshop or course.
• Presenter’s or mentoring coordinator’s details: name, if a member of a society of editors etc.
• Why the host society wants this particular presenter: previous workshops etc.
• An estimate of expenses: where flying to and from, number of nights accommodation etc.

The secretary will inform the host society when Council has approved the proposal. If approval is not granted, then the secretary will notify the host society why not in writing (this includes by email).

If approved, the society can then claim for reimbursement from IPEd once the travel and accommodation costs have been paid for, either before or after the workshop, but no later than twenty-eight days following the workshop.

Reimbursement claim forms are available from the secretary and on the website.

If the workshop does not go ahead for any reason, then the monies would need to be repaid to IPEd.

Versions