



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: CONTINUOUS LEARNING

Policy No.	HR-404	Division	Human Resources
Related Procedure	HR-404-PR	Board Policy Ref.	n/a
Related Policy	CS-307	Effective Date:	November 4, 2016 (R4)

1. DEFINITIONS

Title	Definition
Continuous Learning	A learning activity that enables employees to grow both individually and professionally. From an institutional perspective, continuous learning can be individual, professional or organizational.
Individual Learning	Employee embracing learning activities which enhance individual personal growth and provides benefit to individual, professional, and personal goals.
Professional Learning	Planned formal or informal activities that enhance short and/or long-term proficiency and professional excellence.
Organizational Learning	A strategic process of cross functional learning as required, to invest in growth and excellence of both employees and the College.

2. PURPOSE AND SCOPE

The purpose of this policy is to outline roles and responsibilities of the College, as the employer, in supporting a learning culture within College of the North Atlantic and to stimulate, guide and promote the development of the institution as a learning college that is committed to the continuous growth and development of its employees. This policy will also clarify the expectations of the employees in their commitment and investment to their own process of continuous improvement and growth. The policy is intended to be all inclusive in terms of training and development of skills required to perform job assignments as well as those activities which address continued improvement and personal growth.

The Continuous Learning policy applies to all College employees. All employees are encouraged to prepare a continuous learning plan which maps out their learning needs and strategies and to undertake training and support as part of that plan. This policy will support this process and will inform all situations in which the employee seeks College resources to support the attainment of their learning goals.

3. POLICY

It is the policy of the College, in accordance with its Mission and Vision, to provide a Continuous Learning environment which enables employees to grow and enhance their skills through a range of learning initiatives. The College commits to assisting individual learning, professional learning, and to provide and support organizational learning to enable the development of its employees.

4. PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	February 22, 1999
Revision 1	July 31, 2000
Revision 2	August 29, 2006
Revision 3	June 8, 2011
Revision 4	November 4, 2016