

# Staff Exchanges and Study Tours

Approved by:	ATEM Council
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## 1 Background

The Association for Tertiary Education Management (ATEM) supports and assists managers and administrators working in tertiary education in Australia and New Zealand to develop their professional careers. As a professional association, ATEM assists its members to broaden their experiences and perspectives by facilitating staff exchanges and study tours within Australia and New Zealand, and through its relationship with professional associations in other countries.

## 2 Rationale

ATEM recognises that staff exchanges and study tours have advantages and benefits for ATEM members and their institutions, including:

- enhanced professional skills and knowledge and career development for individuals,
- potential for enhanced relationships between institutions involved, and
- personal benefits for participants, including increasing confidence and broadening horizons.

## 3 Types of Programs

While exact arrangements and details for staff exchanges and study tours will need to be negotiated between individuals and institutions, the following broad types or programs are possible.

### 3.1 Staff Exchange

This program involves two individuals swapping jobs for a specified period of time. This type of arrangement takes some time to develop, since the two positions involved need to be similar enough in scope and responsibility to facilitate the exchange, and the people involved need to have similar backgrounds, skills and knowledge. It may be necessary to make arrangements in the institutions to reallocate particular duties, and usually requires full support from those institutions as a result.

This type of program is most beneficial if it runs for at least 12 months.

ATEM will circulate details of staff wishing to develop a staff exchange to its members, and facilitate communication between staff negotiating exchanges.

### 3.2 Institutional Exchange

This program involves two participants swapping institutions but not specific positions or roles. This type of exchange requires agreement about formal reallocation of duties and responsibilities in both the local and host institutions.

ATEM is able to facilitate initial contact with institutions.

### 3.3 Study Visit

Individual study visits are usually designed to investigate specific projects or areas or work in depth. The visit can be conducted within a single country or involve international institutions. Visits can be based in one institution or involve visits to a number of institutions.

ATEM offers the Peter Karmel International Travel Fellowship to support international study visits. The Maurie Blank Study Scholarship can support visits within Australasia.

### 3.4 Study Tour

A study tour is designed to include visits to several institutions and organisations in a specific country, and is usually developed around a specific theme.

Many organisations and institutions organise study tours which ATEM members can join, but the cost may be prohibitive. There is nothing to prevent an ATEM member from designing their own study tour, and applying for an ATEM International Travel Grant to partially fund costs.

From time to time, ATEM may also organise its own study tours for members. This may be done in collaboration with our International Affiliate Organisations – see <http://www.atem.org.au/about-us/links-resources>

## 4 ATEM Support for Members

ATEM is able to provide members seeking to develop a staff exchange or study tour assistance with initial contacts in institutions through its corporate members (note that one institution in Australia and two in New Zealand are not corporate members).

A fact sheet is available for members wishing to organise a staff exchange or study tour.

ATEM members who are considering a staff exchange or study tour should make initial contact with the ATEM Professional Development Coordinator in the ATEM Secretariat (email: [info@atem.org.au](mailto:info@atem.org.au)).

Members of international associations who wish to arrange a staff exchange or study tour in Australia and New Zealand can also make contact with ATEM to facilitate initial contact with members and institutions.

## **5 Review**

This policy will be reviewed three years by the ATEM Council.

## **6. Policy Procedures**

6.1 Each year, ATEM will write to Chief Executive Officers (CEOs) of all tertiary institutions in Australia and New Zealand reminding them of the facility provided by ATEM to promote and support staff exchanges and study tours, including the availability of funding support for ATEM members.

6.2 In particular, CEOs or corporate member institutions will be asked to support any applications for staff exchange or study tours, and to publicise the ATEM policy in their institutions.

6.3 ATEM will publicise the staff exchange and study tour policy, and provide advice and appropriate support to interested members. Non-members of ATEM will be advised that they will need to join the Association before being able to avail themselves of this support.

6.4 Members interested in staff exchanges or study tours will be encouraged to post their details and preferred destinations in the Staff Exchange and Study Tour group on the ATEM website at <http://www.atem.org.au/forums>. An email will be sent to all Network members advising them of the posting, and the ATEM Secretariat will advise relevant corporate members and international affiliates of the posting for their appropriate action.

6.5 The ATEM Secretariat will publish in the Staff Exchange and Study Tour group on the ATEM Network details of members of any international affiliate associations who wish to undertake a study tour or staff exchange to Australia or New Zealand.

6.6 A package of information about ATEM and its activities will be provided to all ATEM members going on a staff exchange or study tour (or international conference). This information can be used by the member to promote the activities of ATEM as is appropriate.

6.7 The ATEM Secretariat will develop a register of members who have undertaken a staff exchange program or study tour. These people will be available to advise members about to undertake a similar activity.