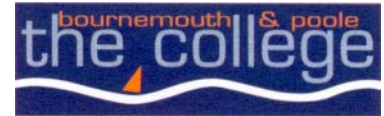


POLICY STATEMENT



STAFF DEVELOPMENT POLICY

1. Policy statement

- 1.1 The College recognises that its most important asset in delivering its mission is the contribution, commitment, and achievement of its staff, working as individuals and in teams or groups. The College is committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential whilst delivering The College's strategic aims.

2. Scope and purpose

- 2.1 The key purpose of this Staff Development Policy is, so far as resources permit, to facilitate professional and personal development enabling individuals and groups to achieve their full potential and contribute to the provision of excellent teaching and learning in The College.
- 2.2 The College Staff Development Policy applies to all employees. It does not cover contractors, self employed and agency staff. In accordance with The College's Equality and Diversity Policy, all employees are treated equally in the provision of and access to training and development opportunities relevant to their needs. However, in the event of inequalities being identified, positive action may be taken under the relevant legislation and in line with College policy. No employee will be treated less favourably on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion or age.
- 2.3 Staff development includes any activity which contributes to the enhancement of knowledge, skills, competence or working practices. Examples include formal courses, development programmes, vocational training, mentoring, coaching, other structured staff development activities, self-study, attendance at meetings and conferences, secondments, development of educational materials, curriculum enhancement and active involvement with professional bodies. As a general principle, The College will encourage and support staff to undertake development where a need exists and where it will contribute to improved efficiency and effectiveness of both the individual concerned and The College as a whole.

3. Roles and responsibilities

- 3.1 The Senior Leadership Team (SLT) is responsible for determining the annual budget available for staff development. This decision will be informed by recommendations from the Director of Academic Services and Higher Education.
- 3.2 College Management Team (CMT) members are responsible for ensuring that any Staff Development Proposals (INS1) that they countersign are for development activities which will support The College's strategic objectives and/or Self Assessment Development Plans or meet needs identified through the appraisal process. Faculty managers are responsible for ensuring the observation of teachers at least once every year including a post observation discussion on targets for development. The standard Session Observation Form must be used for all observations.

3.4 All managers and supervisors are responsible for identifying and encouraging appropriate development amongst their teams through:

- conducting appropriate probation and performance assessment reviews
- helping their staff identify their own development needs through constructive, honest and timely appraisals of their performance using The College appraisal system and regular development discussions so that all staff are encouraged to generate clear and agreed long and short term personal development plans which support the achievement of College objectives
- supporting their staff to set clear objectives and outcomes for any development activity and for offering opportunities to apply that new learning back into the workplace
- evaluating development provision undertaken and assessing its impact on performance with staff
- ensuring that sharing the benefits of learning takes place and is evaluated

3.5 All employees have responsibility for:

- their own personal development and are encouraged to identify appropriate needs to line managers, based on their current role, their annual objectives, their career aspirations, and the Faculty/Department business plan
- maintaining their individual continuous professional development (CPD) log
- knowing what training opportunities are available to them
- undertaking mandatory training as specified by The College
- organising their own attendance including transport arrangements for authorised external development activities
- evaluating development undertaken and assessing its impact on their performance
- where appropriate, disseminating learning with colleagues and elsewhere in The College
- implementing the learning in their work

4. Quality and Development responsibilities

4.1 Quality and Development provides training and development support in response to employees needs identified through appraisal and strategic plans. This support is delivered by:

- providing an appropriate and high-quality staff development programme for all staff
- providing an advice service to Faculties/Departments, groups and individuals on development opportunities and support where these wish to develop specific programmes to meet their particular needs
- assisting people in making best use of the appraisal system
- providing induction programmes for newly appointed staff; including training required under legislation, i.e. Child Protection, Equality & Diversity, Health & Safety
- liaising with other providers of staff development within the College
- disseminating information on training and development opportunities
- authorising, managing and recording of training and development expenditure
- assessing the quality and provision of staff development activities
- monitoring, evaluating and reporting on the effectiveness of induction, training and development programmes with a view to continually improving the quality of development offered
- liaising with external providers to source specialist provision

- maintaining a record of the training and development undertaken by all employees to produce annual personal Continuous Professional Development (CPD) Logs. Teaching staff may use this log to update their CPD record using Reflect on the IFL website

5. Financial Support

- 5.1 All training that requires financial support must be approved prior to the activity. A Staff Development Proposal (INS1) must be completed where an activity or course extends over one year. An INS1 will be required for each year of the activity or course.
- 5.2 Allocation of the financial support is based on the merits of the submission on the Staff Development Proposal and the way in which the development addresses the needs of the individual in line with The College's development plan and strategic aims.
- 5.3 Training booked prior to gaining approval from Quality and Development, may be referred back to the relevant Faculty/Department for payment.
- 5.4 Where an employee has to withdraw or cancel their place or otherwise fails to attend an event, which leads to a cost for The College, the employee's Faculty/Department may incur a charge. The Faculty/Department should make every effort to send a replacement where possible.
- 5.5 The College encourages its staff to enrol on its own part-time courses and offers a 20% discount to employees. Courses relating specifically to an individual's job role may attract a higher level of financial support. Application for approval requires completion of an INS1 form prior to enrolment.

6. Fee repayment

- 6.1 Recovery rates will apply to any development activity agreed where total costs chargeable to The College exceed £750; this excludes conferences which are attended as a direct request of the Line Manager. Details of the costs that will be recovered from employees who leave the employment of The College are detailed below:

Time between date of leaving The College and the end of the course	Proportion of training cost to be repaid
24 Months	Nil
18 Months	25 %
12 Months	50 %
6 Months	75 %
Less than 3 Months	100%

The Staff Development Agreement contains further information.

7. Examination Leave

- 7.1 Staff who sit examinations following completion of a work-related course that has been funded by The College are entitled to take one day's paid leave for each day they sit an examination.
- 7.2 All study and examination leave is granted in addition to annual leave entitlement, but must be agreed by the relevant CMT member and a record of this leave sent to the Human Resources Department.

8. Evaluation

- 8.1 The evaluation responsibilities of line managers and staff are outlined in Section 2. The overall benefits derived from staff development are reviewed by the CMT annually.

9. Session Observation

- 9.1 The observation of teaching and learning is a key aspect of professional development, as is tracking student progress and raising of academic standards. All teaching staff must be observed in the delivery of teaching and learning for Self Assessment. Faculty Directors are charged with ensuring the observation of their staff once every year including post observation discussion on action plans and any targets for development. The standard Session Observation Form must be used for all observations.

10. Research

- 10.1 In addition to bidding for any funding, each year an amount of funding will be allocated to provide opportunities for classroom-based research. Staff must meet certain criteria and discuss their plans with their Faculty Director before submitting them to Quality and Development in the Spring Term prior to the allocation of central funding. Research plans will need to demonstrate that the research has clear outcomes and gains for both students and teachers and therefore the research will be subject to monitoring by the Faculty Director and the Director of Academic Services and Higher Education.

11. Professional updating

- 11.1 The College is committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential so that The College strategic aims are delivered. The College strongly recommends that staff spend time in appropriate industrial updating work placements which should be carried out during non-teaching weeks. These placements are usually of short duration, and can be achieved by directly contacting organisations and businesses. Teachers are encouraged to undertake work placements every year.

12. Continuous Professional Development

- 12.1 The Institute for Learning (IfL) is the professional body for teachers, trainers, tutors and trainee teachers in the further education and skills sector. Under current law all teachers in the FE and Lifelong Learning Sectors are required to register as members of IfL, undertake a minimum of 30 hours (pro rata for part time employees) CPD each year and abide by the IfL Code of Practice. Please refer to the IFL website for further information (<http://www.ifl.ac.uk>).
- 12.2 Teaching staff are personally responsible for renewing their IFL annual membership and providing membership details to the Quality and Development Department who will record them.
- 12.3 All staff have a CPD Log, maintained by Quality and Development. However, it is the responsibility of the individual to ensure that the information held is accurate and up to date. CPD should not be restricted to formal activities and qualifications only and may include any of the following:

- Keeping up-to-date with developments – reading journals, internet research etc
- Curriculum development which involves research
- Updating ICT skills
- Taking higher level or complimentary qualifications
- Consultancy to internal or external bodies
- Industrial secondment or work shadowing
- Involvement with external bodies such as Sector Skills Councils
- Research and publication
- Practitioner/applied research
- Personal development – action research and reading
- Attending external conferences and workshops
- Sharing good practice through networks
- Providing or receiving mentoring
- On the job training
- Attending developmental meetings

13. Higher Education

- 13.1 The College wants all staff to be appropriately qualified to perform all their job roles and will allocate funds to enable staff to obtain qualifications necessary for their job role. The College encourages staff to engage in continuous professional development and will endeavor to support study at higher levels of qualification. It is the policy of The College for staff teaching HE qualifications to be qualified at a level higher than they are teaching. Priority will be given to staff in this category.
- 13.2 The College is committed to developing collaborative Higher Education provision and will encourage staff engaged in the delivery of HE programmes to undertake appropriate continuous professional development which will include engaging in relevant scholarly activity, research and updating of qualifications in order to satisfy the requirements of collaborative partners.
- 13.3 Please refer to the Research and Scholarship and HE Staff Development policies for further information.

Date Minuted: 18 June 2009

Designation: Finance and Resources Committee

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This policy is to be reviewed by September 2011.