STAFF DEVELOPMENT POLICY

POLICY NUMBER	02
MEMBER OF STAFF RESPONSIBLE FOR POLICY	Director of HR

RECORD OF REVISIONS TO POLICY	
DATE	**DETAILS**
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BARNFIELD COLLEGE
STAFF DEVELOPMENT POLICY

1. Introduction

1.1 This staff development policy is designed to encompass all aspects of staff development and improvement. Within the policy are recommended procedures for key staff processes such as induction, continual professional development (cpd) and any other procedure that requires the completion of personal development objectives.

1.2 The staff development policy should be read in conjunction with the college policies and procedures for Recruitment and Selection, Staff Probation, Capability, Disciplinary and Appraisal.

1.3 Barnfield College's stated policy on staff development aims to:

- ensure that all staff have access to development and support that will help in the achievement of college, team and individual targets as identified through the college's developmental processes such as the operational plan, team course review action plans, the appraisal process and the ILT strategy,

- foster a culture of continuous learning and professional development amongst all staff,

- ensure that any staff in need of personal development to meet quality objectives or criteria are clear as to their own responsibilities in meeting their developmental objectives,

- ensure that all staff developmental objectives are met within the financial envelope decided by the College

- ensure that all staff are familiar with and 'bought into' the College's three-year development plan

1.4 Responsibility for staff development rests with the individual member of staff as well as their line manager. This is a shared responsibility which must never be used as an excuse for staff development not taking place.

2. SCOPE AND PURPOSE

2.1 This policy applies to all employees of Barnfield College including those designated by the Instruments and Articles of Corporation to be holders of senior posts.

2.2 All staff are entitled to access first induction and then the staff development that will enable them to carry out their roles and responsibilities in the college effectively and to achieve their professional and personal targets within the context of the College's three-year development plan.

2.3 Every member of staff is recruited according to the college's recruitment and selection procedures. Every member of staff will have an induction programme to the college, which provides information necessary for the effective carrying out of their work role. The recruitment, induction, probation and appraisal processes form a basis for the identification of individual staff development needs.

2.4 Access to staff development and support will be available to all employees including full, part-time and sessional staff of the college.

2.5 Staff development should, wherever reasonably practicable, be scheduled to flexibly accommodate the working patterns of all staff, to allow them to undertake activities during their normal contracted working hours.

2.6 Staff development should not interfere with the scheduled learning of students wherever possible.

3 STAFF DEVELOPMENT POLICY

3.1 All employees are responsible for completing their own staff development objectives. Line managers are responsible for ensuring that the staff development request for funding and/or time off are aligned to the developmental objectives of the individual, team and College. Line managers are also responsible for identifying and facilitating both individual needs as well as common needs. The overall responsibility of staff development across the college is held by the Principal. Ensuring that staff development activities are linked to and meet the needs of the college mission as expressed in the operational plan is held by the Director of Teaching, Learning and Assessment who under the direction of the Principal will write a report of activities undertaken at the end of each academic year. Disruption to learning for our learners should be avoided wherever possible when staff development is undertaken.

3.2 Staff development policy is approved by the corporation. The College Management Team will monitor the policy and strategy for impact and effectiveness against the available budget spend and report back annually to the corporation on the impact of staff development.

3.3 Line managers are responsible for collating staff development needs within their team and communicating with other managers for the coordination and organisation of group staff development activities

3.4 Every member of staff has a responsibility in identifying their own staff development needs and finding ways of addressing those needs to ensure areas of development are addressed in an efficient and timely manner.

4 IDENTIFICATION OF STAFF DEVELOPMENT PRIORITIES

4.1 The college’s three-year development plan is the starting point for the identification of all staff development priorities, and documentation for staff development should clearly state the relationship of the activity to the strategic objectives.

4.2 Line managers will use the Quality Improvement Plans (QIP's) and appraisal action plans to prioritise requests for staff development.

4.3 Staff development priorities will also be identified through recommendations by the Executive, and the outcome of lesson observations for teaching staff. Another key source of information for staff development objectives will be learner feedback from questionnaires, focus groups, the partnership council and class representatives.

4.4 The Assistant Director is also responsible for collating information on all sector subject areas in their department to identify particular departmental needs.

4.5 Individual staff appraisals will contribute to the identification of individual needs. Following each appraisal, the appraiser will send signed copies of the appraisal information to Human Resources. Managers need to be aware of common themes arising from appraisal meetings and communicate these needs at management meeting.

5 MANAGEMENT OF THE STAFF DEVELOPMENT BUDGET

5.1 An annual budget is set aside for staff development activities and is held centrally. The budget is not devolved as this avoids budget management prioritising staff development.

5.2 All those involved in staff development planning will assist in providing an annual evaluation of the effectiveness of the activities supported by the budget.

5.3 The Principal will lead an annual review of all staff development activities that will be presented to the corporation as well as other College management committees. This will then be used to inform the planning and the allocation of the next year's staff development and budget.

6 APPROACHES TO STAFF DEVELOPMENT

6.1 The college recognises that staff development can take many forms and staff are encouraged to be creative and innovative in finding ways of meeting their staff development needs which ensure that there is the minimum disruption to the work of the college and that resources are used effectively and efficiently.

6.2 Approaches that can be used include:

- Training activities organised internally by college staff to pass on and share skills or expertise to colleagues
- Attendance at externally organised courses or conferences
- Visits to and from outside organisations
- Development and team building activities
- Full college training days which are organised through the management group
- Work shadowing
- Work experience

- Mentoring and coaching for staff or students

7 APPLYING FOR STAFF DEVELOPMENT

7.1 A member of staff who wishes to apply for staff development funds for themselves or for a member of their team should discuss this with their relevant line manager. They may wish to apply for funds to attend a course or to organise an internal activity for themselves and/or other members of staff. Generally external one day courses can be very expensive and do not provide value for money. Staff who do attend a one-day course should also consider how they will formally feedback their new knowledge or skills to other staff at the College.

7.2 The member of staff then completes a staff development request form, which requires them to state the purpose of the staff development activity. Their line manager also confirms that the activity is relevant and necessary in order to fulfill the requirements of the job and/or has been identified as a professional development need through appraisal and/or is part of the team development plan linking to the college's development plan.

7.3 The Director of Teaching, Learning and Assessment will approve or reject the request. Where requests are rejected an explanation should be given to the member of staff concerned and advice on other approaches that may help them achieve the need they have identified. Staff can then appeal to the Principal under the Colleges appeals procedure.

7.4 Travel expenses incurred in carrying out staff development activities can be claimed at the normal college rates.

8 ELIGIBILITY CRITERIA

8.1 Support will be given to staff development taking into consideration:

- The college's priorities
- A member of staff's profile including existing qualifications or previous access to staff development opportunities
- Contractual requirements to work towards a qualification
- A member of staff's length of employment, both current and prospective
- The impact on service levels i.e. where it does not cause operational difficulties or interfere with learning
- The current knowledge and understanding of a member of staff
- If this is a new area of work that the College wishes to develop
- A change in policy, procedure or government priority

9 FINANCE

9.1 Where fees are wholly or partially paid by the college for a course leading to a qualification, staff will be expected to refund to the college:

- 100% of the fee if resignation occurs within one year
- 50% of the fee if resignation occurs within two years

Where a paid course or training is agreed a training agreement must be signed by the staff member and passed to the Human Resources Department

9.2 For training events, whether internal or external 100% of the fees and travel expenses will be paid.

9.3 There will be no financial contribution by the college to the fees of any training undertaken by staff solely for their career or personal development.

9.5 For funding travel to staff development activities normal distance from home to work will be subtracted from the travel claim.

10 EVALUATION OF STAFF DEVELOPMENT ACTIVITIES

10.1 Within 10 days of the completion of the staff development activity, the member of staff who made the application will complete a staff development activity evaluation form and submit that to human resources.

10.2 As part of the evaluation, they will explain how they will share the knowledge or expertise gained to colleagues, where appropriate.

10.3 Monitoring and evaluation procedures may also include interviews, informal discussion, observation, questionnaires, surveys, use of attendance figures, reports and notification of qualifications, accreditation or experience acquired.

10.4 The Principal will submit to the corporation, Executive and college management teams an evaluation of staff development activities for the whole college every year.

11 APPEALS PROCEDURE

11.1 Where rejected requests are not resolved at the stage described in para 7.3, a member of staff can make a formal appeal to the Principal under the Colleges appeals policy.

12 EVALUATION AND REVIEW

12.1 The staff development policy will be reviewed and evaluated as part of the tri-annual college review of policies.

13 FURTHER ADVICE

13.1 For further advice or information on staff development activities you should speak to your line manager or human resources.

14. FORMS AND DOCUMENTS

14.1 All forms and documents for staff induction and staff development can be found on the College intranet. All forms and documents will be reviewed periodically and adjusted to ensure that they meet the needs of the participants and College.