Professional Development Policy

Key Information	
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ELT Post Responsible for Update and Monitoring	Principal / CEO
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Date of EIA Review	07 July 2022
Date of Next Policy Review	30 November 2022

1. Aim

1.1 The aim of this policy is to outline the College's commitment to the continuing professional development of staff, to provide a structured framework for the planning and delivery of essential staff development to support the College's Vision and Strategy. This will ensure that:

1.1.1 the skills and performance of employees is improved;

1.1.2 professional development learning objectives meet the needs of the employee, customer and organisation needs; and

1.1.3 engagement with professional development is monitored.

1.2 As an academic community committed to lifelong learning, the College aims to ensure that opportunities are available to staff whilst employed that will allow for intellectual and personal development; recognising that its staff are key to achieving its key priorities. It is vital that the College enables staff to engage in ongoing development, helping them to achieve excellence and make an effective contribution to the College's future growth and success.

1.3 Continuous professional development of staff must be current, relative to individual roles and responsibilities and provide access to industry sector expertise and skills reflecting local and national priorities for skills and training needs.

2. Policy

2.1 All staff members are ultimately responsible for their own professional development; they also have a responsibility to contribute, as appropriate, to the development of others.

2.2 The College is responsible for supporting and encouraging the professional development of its staff.

2.3 The College will provide opportunities for staff to engage with professional development.

2.4 Professional development information and provision will be accessible to all staff employed by the College, including full-time and part-time staff.

2.5 All staff involved in teaching or assessing learners and Apprentices are required to undertake a training induction programme and complete key programmes of training on Barriers to Learning and Rosenshine.

2.6 All new staff will be subject to a probation period. In most cases this lasts either six months or nine months and will involve regular meetings between the individual and their line manager to assess progress, set targets and identify areas where development is needed.

2.7 All staff involved in teaching or supporting learner and Apprentice learning are appropriately qualified, supported and developed.

2.8 All staff will obtain and enhance their expertise through appropriate professional qualifications and continuing professional development. This may include induction programmes, teaching and learning support courses, staff development programmes and networking opportunities such as communities of practice.

2.9 The College will review on an annual basis whether staff are properly trained, competent and up to date.

2.10 Staff will also have an annual performance review conducted by their line manager. This will include a review of individual staff learning and development needs in relation to the range of capabilities and skills required to carry out their jobs and to develop their potential.

2.11 To enable the College to meet its professional development aim, the following will be ensured:

2.11.1 each staff member will participate in an effective induction programme, which covers a detailed introduction to the College and relevant safeguarding, health and safety requirements relating to the individuals job role, when they join the College;

2.11.2 all staff will be made aware of the College's policies and procedures which most closely relate to their job role;

2.11.3   the College will provide, following induction, appropriate introductory training and support, which may include mentoring and peer review, to enable new staff to reach their potential;

2.11.4   appropriate training and briefing will be provided for all staff in health and safety and accident prevention and in relevant statutory and regulatory requirements;

2.11.5   to facilitate, where appropriate, group training and development activities in teams to improve team cohesion and build stronger teams;

2.11.6   through the performance review and, in the case of academic staff, through the additional use of data derived from teaching observation and learner and Apprentice feedback, to identify current and potential individual training needs based on identified need, effectiveness and fairness;

2.11.7   appropriate resources will be made available, including a designated training and development budget;

2.11.8   individual enquiry, research, professional practice and appropriate scholarly activity, will be encouraged, which will benefit both the individual and the College; and

2.11.9   as far as practicable, all learning which takes place through both formal and informal training and development activities will be shared and disseminated in a realistic and systematic fashion.

3.   Standards

3.1   The College recognises certain minimum standards associated within specific roles which must be met by all individuals through appropriate Continuous Professional Development (CPD) activities. The Human Resources (HR) function will monitor compliance with these initiatives.

3.2   All members of staff:

3.2.1   are required to participate in the College induction process;

3.2.2   are required to engage in mandatory Safeguarding, Prevent, Fire Safety, and Health and Safety online training annually. From time to time there may be other training deemed mandatory for specific groups of staff. The expectation of staff is to complete all mandatory training requested with the timeframe allocated;

3.2.3   are required to keep up-to-date with developments in the College's field of work, technology, legislation and College policies and procedures amongst other activities, full time academic staff will need to complete a minimum of 30 hours CPD and full time support staff will need to complete a minimum 20 hours CPD per academic year. For part time staff this is pro-rated in accordance to the contracted hours;

3.2.4   that are designated first-aiders must have a relevant and current First Aid qualification.   HR will hold a record of the staff who require this training and will invite the individuals to update their training periodically; and

3.2.5   must engage with the use of Information Learning Technology/eLearning *(ILT/eL)*.

4.   Identification of CPD Needs and CPD Planning

4.1   Each member of staff has a job description which sets out what is expected of them in their post. This will be used in defining CPD for all post holders.   The appraisal process also forms an important part in the identification of on-going development which aims to measure performance against agreed objectives and identify staff professional development which may contribute to the completion of the objectives.

4.2   Staff can request training that is delivered in whichever way they believe is most appropriate and effective. Staff might request training which would be;

4.2.1   undertaken on the College premises;

4.2.2   delivered whilst they are performing their employment duties or separately;

4.2.3   provided or supervised by the College, any other College or training provider; and/or

4.2.4   undertaken without supervision.

4.3   When CPD is identified, consideration should be given to the most appropriate method for completing this need, taking resources into consideration.

4.4   The College may provide financial assistance to those undertaking formal qualifications or external events

relevant to their role.

5. Monitoring and Evaluating CPD

5.1 Evaluation is important to ensure that learning has been effective or has a measurable impact.

5.2 On completing any professional development all staff are required to complete a learning reflection log, which will then be added to their personal CPD record.

5.3 Engagement with professional development will be tracked and monitored through the College's Appraisal/Performance Development Review (PDR) process: *'Count Me In For Feedback'*.

5.4 The Executive Leadership Team (ELT), Executive Director Organisational Development and HR along with the appropriate committee of the Governing Body will review and renew the policy at least every 3 years.