

Staff Development Policy

Scope and Purpose of Policy

The purpose of the Policy is to recognise that the College's most valuable asset in meeting its mission and strategic aims is the skill and motivation of its staff.

In order to deliver this mission, we are committed to a programme of professional development and training, together with re-training to enable employees to carry out their roles effectively and with confidence and in order to enhance the contribution of staff in achievement of the College's objectives. It accepts its responsibility as an employer to provide effective and efficient training and development opportunities for the staff and is committed to the principle that investment in appropriate and focused staff development is essential to the success of the institution. The College is required to meet its statutory requirements and Staff Development is central to supporting it in this aim. The College recognises that there is a close relationship between human resource development, health and safety, curriculum development and quality.

The College is committed to the Basic Skills and recognises the importance of providing basic skills support and development for all staff who need it within a confidential and supportive framework. It is also key that professional development opportunities are available to ensure that staff meet the minimum requirements of Awarding Bodies, as well as industry and professional standards.

Cardiff and Vale College believes the responsibility for training and development should be shared between the College and its workforce. As such the College wants to empower its staff to take some ownership of their own development, to enable them to take full advantage of the opportunities available, with the support of their line managers and the College as a whole.

This policy applies to all staff within the college. Where possible the College will aim to ensure that appropriate professional development opportunities are available to those who work for it as volunteers or while on work placement.

Policy Statements

The Staff Development Policy will inform staff how staff development and training is organised, managed and delivered. It will provide a means of communicating how the aims of the College's strategic and operational plans relate to staff development. The College uses its evaluation findings for future strategic planning and the planning of continued investment in staff training and development. It also provides a framework to inform the Corporate Board, Estyn, DFES etc. of staff development activities.

The College firmly believes that it is critical to the success of both the planning and delivery of training and development activities that the resources invested are monitored and the outcomes achieved are measured. Such outcomes may be demonstrated at an individual, developmental and corporate level. Senior managers have an important role to play in this process. Accordingly the evaluation findings are shared with the Senior Management Team. The impact of training will be measured against Performance Indicators, via the evaluation process.

This policy sets out activities that constitute staff development, the criteria against which all staff development requests will be assessed. It will help staff to match their own aspirations to the opportunities provided through College programmes of staff development.

What Constitutes Staff Development?

Though the majority of people consider staff development to be attendance at training events, staff development activities can be deemed to be much broader than this. Activities could include:

Meetings

Meetings that are externally organised and contribute to the development of the individual, department or institution will be considered to be staff development activities. Such activities may include HE/FE groups, Network Meetings Sector Skills Council meetings, and Awarding Body activities where updating is necessary and participation is often compulsory.

Industrial Placements/Shadowing

The opportunity to update your knowledge and skills within a workplace is an excellent way of undertaking staff development. This may be a formal industrial placement, a shadowing activity or a placement that will involve the development of learning materials.

Conference/Activities

Conferences or activities that are linked to professional development will be funded under the staff development budget. Such activities would include BACH Construction Conference and the ColegauCymru Annual conference.

Observation of Best Practice

Where examples of best practice can be identified either internally or externally, observation of this best practice would be encouraged and would be counted as staff development.

Research and Development Opportunities/Scholarly Activity

We would like to encourage staff to be involved in scholarly activity which increases knowledge of pedagogy such activities could include: action research projects focusing on issues relating to their specific job role; reflection on Teaching and Learning etc. The undertaking and dissemination of such scholarly work supports the development of the College as a learning community.

Gaining Qualifications and Skills

Applications for funding for training that will lead to the achievement of specific qualifications will be considered against the criteria as set out below. In addition, the following will be considered:

- o Is the qualification necessary or only desirable to do their job more effectively? – e.g. Assessor Awards.
- o Is achievement of the qualification/skill necessary or desirable for the achievement of departmental or corporate objectives outlined in the Three Year Development Plan.?
- o Does the achievement of the qualification/skill support the employee's personal development?

See Annex 1 for information on funding in relation to the PGCE.

Training Courses/Events

Training courses/events that contribute to development of the individual, department or college in one of the key areas identified will be funded out of staff development. This will include online training courses.

Other Internal and External Activities

Staff may be involved in external moderation activities, internal reviews, competence assessments, professional development sessions, etc. These are all key staff development activities.

What Falls Outside Staff Development?

- The following list, though not exhaustive, illustrates activities that would not normally be funded from the staff development budget:
- Events and activities which are open to the public, such as Air Shows, Exhibitions, Cinema/Theatre performances etc unless there is a clear, specific relationship to curriculum or an awarding body recommendation.
- Educational trips/visits and associated expenses which are organised for the benefit of students or are an integral part of the students' programme of study.
- Qualifications that do not relate to the criteria as set out below are not deemed to be necessary for the individual to undertake his/her role, or do not contribute to the achievement of departmental or corporate objectives, will not be funded. Examples of such courses include those that are undertaken purely out of interest which may include some Master Degrees.

If an activity is a matter purely of interest then this would not normally be funded. However, all members of staff are entitled to enrol on College courses where there is fee remission, though exam fees and incidental costs are payable where the staff development is not job related. The College will normally expect staff to undertake such courses outside their contracted working hours.

Entitlement and Criteria for Approval

Within the limits imposed by the Staff Development budget, access to staff development and support shall be available to all full and part-time staff of the College and to staff working in third party arrangements according to agreements existing at the time. It is in the direct interest of the College if the numbers of staff involved is maximised. However, there can be no unqualified entitlement to staff development.

Any request for staff development will be considered against the College operational and Three Year Development Plan and the Key Training Priorities/Workplace Development Plan for the current year.

Approval Criteria

Applications for staff development need to demonstrate that they will contribute to an improvement in individual, departmental and consequently organisational performance. All applications will be considered against the criteria set out below:

Management Staff

Applications from managers should be linked to performance improvement in one of the following areas:

- Developing strategic and/or operational practice
- Developing and sustaining learning and the learning environment
- Leading teams and individuals
- Managing finance and resources
- Development of other skills specific to their role
- Health and Safety
- Equal Opportunities
- Welsh Language

Academic Staff

Applications from academic staff should also be linked to a performance improvement in one of the following areas:

- Assessing learners' needs
- Identifying and understanding the required outcomes of learning programmes
- Teaching and learning techniques
- Managing the learning process
- Provision of effective support for learners
- Supporting the curriculum for diversity
- Assessing the outcomes of learning and learners needs
- Other developments linked specifically to subject areas.
- Welsh language

Administration and Support Staff

Applications from administration and support staff should be linked to the achievement of objectives as set out in the relevant department/functional area documentation or to one of the following:

- Improving communication skills
- Customer Care Skills
- IT usage
- Generic business/management skills
- Development of other skills specific to their role
- Improving the quality of advice and guidance
- Provision of effective support for learners including specific development in relation to meeting the needs of students with disabilities and learning difficulties.
- Assessing learners' needs
- Achievement of Preparing to Teach award
- Achievement of teaching qualification where there is a specific requirement in job role
- Welsh language

In addition staff development related to legislative requirements e.g. child protection, health and safety, etc. will be provided and funded for all staff.

What Staff Should Expect from The College

Each member of staff has the right to expect to receive staff development which gives opportunities to:

- Be inducted into the College.
- Be supported to develop the competence and capability for which the member of staff has been employed.
- Have the opportunity to develop new competencies and capabilities of relevance to the individual's employed at the College, or to meet the expected future needs of the College.
- Participate in the College's appraisal process, which gives opportunities for ongoing support, an annual appraisal review of the individual's development and identification of a Personal Development Plan for the future. Be supported to maintain a healthy work/life balance.
- Prepare a member of staff for leaving the College.

What the College Expects from its Staff

The College has the right to expect that each member of staff, as part of the individual's contractual obligations will:

- Develop competence and capability which are aligned to the College's plans.
- Undertake statutory training as required within the necessary timescale.
- Participate in the College's staff appraisal process which includes opportunity for appropriate ongoing support, undertaking an annual appraisal review and identify plans for the future.
- Take personal responsibility to update specific expertise on a regular basis, and as appropriate to the nature of the individual's post.
- To share good practice with stakeholders.
- Contribute to departmental and cross college staff development where appropriate.
- Identify and review staff development actively using the appropriate systems and procedures.

In order to make the most efficient and effective use of the professional development opportunities available to staff within the College, we reserve the right to recoup course fees should a member of staff enrolled on a course leave the College and/or drop-out. Fees will be re-couped as outlined in Annex 2.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is currently being undertaken for this Policy.

Health and Safety Implications

There are no Health and Safety implications for this policy outside requirements for delivery of safe and effective training.

Linked Policies

- Equality and Diversity Policy
- Quality Policy
- Health and Safety Policy
- Safeguarding Policy
- Staff Code of Conduct
- Recruitment and Selection Policy
- Disciplinary Policy
- Grievance Policy
- Performance Management Policy

Linked Procedures

- Staff Development Procedures
- Induction Procedure
- Appeals Procedure
- Disciplinary Procedure
- Grievance Procedure
- Performance Management (Appraisal) Procedure

Location and Access to the Policy

This policy is available from the staff intranet and may be out of date if printed.

Date approved: 6 July 2011

Approved by: Curriculum, Quality & Student Affairs
Committee

Review date: 13/11/18

Responsible Manager: Dean of Quality Improvement

Executive Lead: Vice Principal Curriculum and Standards SJ

Accessible to Students: No

Revision No:	5
Last Revision Date:	13/11/16
Next Revision Date:	13/11/18

Annex 1 – Funding in Relation to the PGCE

All staff will be expected to apply for the Tuition Fee Grant which is means tested. The criteria below refer to any fees NOT covered by this grant.

The focus of this criteria is on whether the member of staff needs the PGCE for their work at the College.

Staff Type	Payment of Fees
Full -time	100% of difference paid
Fractional	Payment linked to their fraction If staff who teach PTHR over their fractional contract this would be averaged over 2 years for fairness; total fraction then paid. Offer interest free loan for rest.
Part-time Hourly Paid	Payment linked to their fraction Average of timetable over 2 years Offer interest free loan for rest We would pay Preparing To Teach in the Lifelong learning Sector for all Part-time Hourly Paid
Business Support Staff/Managers who undertake Part-time Hourly Paid work	There are a number of long-standing business support staff who have a small teaching obligation based on their specialist vocational expertise. We propose to pay for their fees if they have been working in this way for 5 years and more.
Learning Support	Preparing to Teach in the Lifelong Learning Sector paid Offer interest free loan for rest
Other Staff	Nothing paid Offer instalment plan If staff have teaching commitment, will pay percentage as with other fractional/PTHP staff.

The status of staff will be re-considered at the beginning of the academic year, as we recognise that status may change (volunteer teachers picking up paid teaching hours).

The proposal is that we do not refuse any member of teaching staff this opportunity in order to support our quality provision. The College expects you to continue in employment for a minimum of 2 years, on completion of your PGCE. If a member of staff leaves the College before this time or withdraws from the PGCE, then the College reserves the right to re-coup fees, as outlined in Annex 2.

Annex 2

The College expects you to continue in employment for a minimum of 2 years after the completion of your course. Should you not do so, the following repayment terms will come into effect:

- a) 100% of the cost will be repayable if you leave within 0-6 months of the completion of the course
- b) 75% of the cost will be repayable if you leave within 6-12 months of the completion of the course
- c) 50% of the cost will be repayable if you leave within 12-18 months of the completion of the course
- d) 25% of the cost will be repayable if you leave within 18-24 months of the completion of the course

Non completion

You will be expected to repay full cost of the course to the College by deduction from your salary on terms to be agreed by the College in the following circumstances:

- a) If you leave the College's employment during the course
- b) If you do not complete the course
- c) If you fail to meet the attendance requirement of the course
- d) If you do not sit the relevant examination(s)