

# CPD/Staff Development Policy

[QP1.34]

Policy Number:	QP1.34
Revision Number:	2
Date of issue:	February 2007
Status:	Approved
Date of approval:	March 2007
Responsibility for policy:	Director of Quality
Responsibility for implementation:	All Staff
Responsibility for review:	Organisational Development Manager
Date of last review:	April 2009
Date of last revision:	April 2009
Date of next review:	March 2012

# 1.0 Policy

## 1.1 Policy Rationale

As an employer, Adam Smith College encourages and supports the development of staff and their Continuous Professional Development (CPD).

It is through the skills, expertise and approach of our staff that we can deliver a high quality learning experience for our students. In order to support the continuous development of skills and expertise, all staff will undertake CPD. The content of CPD will be reviewed during the annual review process.

Our Corporate Plan states “The College will be a place in which staff enjoy working and are committed to customer service and continuous improvement through feedback and self-evaluation”.

The College’s Strategic Plan drives staff development needs at a corporate level as it sets the vision for the operational plans, compiled through an operational planning process, highlighting Institute and Directorate staff development needs. The Annual Review process provides a competency framework to help identify individual staff development needs which in turn informs the content of the college annual staff development calendar.

## 1.2 What is staff development?

Staff development can be illustrated by on-the-job training, skills development, knowledge transfer, secondment, job shadowing, mentoring, buddying, coaching, industrial placements, attending training events (internal and external), undertaking courses of study which lead to qualifications, and relevant research activities.

A full description of structured and unstructured CPD is listed in the CPD Toolkit and the college is working toward the principle of an annual CPD entitlement.

## 1.3 Responsibility for staff development

Every member of staff has a responsibility for their own staff development and fulfilment of the CPD requirements. Line Managers have an important role to play in encouraging the development of their staff and in supporting requests from their staff to undertake staff development activities. All staff will have equal and fair access to appropriate and relevant staff development in support of their role, and in line with Annual Review requirements and criteria governing access to specific staff development activities, for example, TQFE and PDA provision. The Quality Directorate will monitor uptake of and access to staff development on a regular basis in order to ensure that no staff

are discriminated against according to disability, race, gender, age, religious belief, or sexual orientation.

The Quality Directorate in conjunction with Human Resources, has the responsibility for the organisation, administration, delivery and evaluation of staff development. This includes the production and management of the annual calendar of staff development events. Members of the team can also offer consultancy on an individual and team/institute basis.

The Principal's Group influences and supports the strategic focus of the Staff Development Calendar on a college wide basis.

## **2.0 Teaching Qualifications**

All new and existing teaching staff who do not already hold an initial teaching qualification, will undertake the Professional Development Award: Advanced Diploma Teaching in Further Education. On completion of this programme, staff will be eligible to progress to TQFE. Specific criteria for prioritisation of places on both the PDA and TQFE are outlined in QP2.54 CPD/Staff Development Procedure.

Support staff who directly support learners may undertake a relevant PDA (Teaching in Further Education) as appropriate to their role.

## **3.0 Financial Assistance for Qualifications**

The College will provide financial assistance to those staff undertaking formal qualifications in the form of full or partial funding of course fees and associated resources such as text books. Please refer to QP2.54 CPD/Staff Development Procedure for details of specific criteria to be applied.

## **4.0 Staff Commitment to Undertake Higher Qualifications Funded by the College**

Staff who receive financial assistance for higher qualifications (with the exception of TQFE/PDA provision) will be requested to sign a letter of undertaking, requiring them to reimburse any financial assistance received, either in part or in full, if:

- ❖ they leave the College prior to or within 24 months of, completion of the course;
- ❖ they fail to make satisfactory progress, taking personal circumstances into account, e.g. maternity or sickness leave etc;

Details of reimbursement to be sought are contained within QP2.54 CPD/Staff Development Procedure (Section 3).

## **5.0 Justification**

The staff development policy ensures that the external requirements for funding and compliance are embedded within its framework eg, HMIe, IIP, Chartermark, etc.

Internally the College driver is continuous professional development through critical self-review and the impact on the learning experience for students.

## **6.0 Link to Strategic Plan**

Corporate Plan Aim 2, "Development of the 21st Century Workforce", and specifically,

2.1 Continue to develop a quality culture through the provision of clear expectations of staff and relevant, diverse and flexible development and CPD opportunities.

## **7.0 Exemptions**

The Staff Development Policy applies to all employees of the College.

## **8.0 Related Procedures**

- QP2.54: CPD/Staff Development Procedure
- Staff Development Calendar
- CPD Toolkit
- Annual Review Process and Documentation
- Organisational Development Framework
- Human Resources Strategy