

CPD/Staff Development Procedure

[QP2.54]

Policy Number:	QP2.54
Revision Number:	1
Date of issue:	October 2008
Status:	Approved
Date of approval:	December 2008
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:	December 2012

1.0 Delivery of/Prioritisation of CPD and Staff Development

1.1 A Process Model

New and recently appointed staff are welcomed to the College via an induction process. The Human Resources Team provides a general College induction at the outset followed by a three month follow-on induction review meeting. Individual Line Managers (along with key players) provide a relevant Centre/Institute/Directorate induction. This process model confirms a commitment to identifying initial staff development needs at a crucial stage of entering working life at the College.

1.2 Annual Review Process

The annual review process provides a catalyst for staff development and directly addresses identified training needs. It enables a staff member (the reviewee) and the appropriate Line Manager (the reviewer) an opportunity to consolidate and formalise staff development needs through self evaluation, a competency framework and to set targets using "SMART"¹ objectives and identify a CPD plan for the forthcoming year.

1.3 Staff Development Calendar

The annual Staff Development Calendar reflects a continuous approach and strategic focus in relation to the design, delivery and evaluation of staff development.

The design and content of the Staff Development Calendar is based directly on both individual need and the requirements of the organisation. It is informed by the outputs from the Annual Review System. It allows for the provision of training events in response to requests as well as providing a strategic steer at sector level. By design, the creation of the Staff Development Calendar is both proactive and responsive in its approach to meeting training needs.

1.4 Delivery of Staff Development and CPD

Delivery encompasses the expertise of internal staff as well as outsourcing to local and national training providers.

A variety of methods will be used to deliver staff development. These include:

- ❖ In-house programmes
- ❖ External training courses

¹ Specific, Measurable, Achievable, Realistic, Timebound

- ❖ Conferences and external events, for example SFEU-led.

The general criteria used to prioritise staff development requests will be as follows. Some or all may apply:

- ❖ The need is aligned to the objectives in the Corporate/ Operational Plan.
- ❖ The budget is available and all requests are pre-approved
- ❖ Relevance of the course or event to the applicant's post or annual review objectives
- ❖ A completed CPD1 request form is lodged with the Organisational Development Manager prior to approval of any activity
- ❖ The identified benefits to the host Directorate within the context of Strategic or Operational Planning
- ❖ Resourcing issues such as number of applicants and impact of staff release on operational function. This will normally be determined by applicant's Line Manager
- ❖ Existing qualifications and previous support given to the applicant for study
- ❖ Success in completing a previous course of study, taking personal circumstances into consideration

In addition to the general criteria, the following specific criteria apply to teaching qualifications:

PDA : Advanced Diploma Teaching in Further Education

The Advanced Diploma Teaching in Further Education is open to all staff who directly support learners. A cohort of up to a maximum of 20 places (dependant on available funding to support delivery) will be identified each academic session. The following criteria will be used to prioritise allocation of places:-

- ❖ Newly appointed teaching staff (who do not already hold an initial teaching qualification) will be expected to commence the PDA programme within their first year of joining the College. Successful completion of the PDA will then allow them to be considered for the TQFE programme. 'Bank' staff may also access the PDA programme subject to availability of places and a current teaching commitment.
- ❖ It is also recommended that the newly appointed support staff in posts which directly support learners should commence the PDA programme within their first year of joining the College

Teaching Qualification Further Education (TQFE)

The Teaching Qualification Further Education (TQFE) programme is open to all staff holding academic contracts. A cohort of up to a maximum of 10 places will be identified each academic session. The following criteria will be used when prioritising allocation of places:-

- ❖ Teaching staff in promoted posts who do not already hold TQFE
- ❖ Teaching staff who have successfully completed the PDA: Advanced Diploma Teaching in Further Education. Priority will be given to those staff with 5 or more years service.
- ❖ Teaching staff who have successfully completed the PDA: Advanced Diploma Teaching in Further Education and who are contracted for 15 or more class contact hours.
- ❖ Teaching staff who have successfully completed the PDA: Advanced Diploma Teaching in Further Education from curriculum areas where the number of TQFE qualified staff requires to be increased

2.0 Financial Assistance for Further Qualifications

The following criteria will be applied when providing financial assistance for staff wishing to undertake further academic qualifications:

- ❖ Courses to HND or equivalent: all course fees and examination fees if undertaken in-house will be covered by the College;
- ❖ Courses above HND or equivalent: 2/3 of course fees and examination fees will be covered by the College. Staff will be expected to make a personal contribution of the remaining 1/3 of course fees and examination fees. Please note that where the college delivers the higher education qualification in-house e.g. Masters in Business Administration or degree, staff will be expected to complete this rather than a programme from an alternative institution. Requests to undertake further qualifications, part funded by the College, should be made by 1st March annually using the CPD/Research Awards proforma – CPD 4 (see appendix 4).
- ❖ TQFE/PDA: all course fees and examination fees if undertaken within the College programme of delivery.
- ❖ Text Books: the College will refund all costs for essential text books where they are not available to borrow from within existing resources, e.g. library stock or CPD resource base. All text books should be submitted to the CPD resource base for general use on completion of the course of study

3.0 Booking for Internal Staff Development Events

Staff wishing to attend an internal staff development event should, with the authorisation of their line manager, book a place with the Organisational Development team. This can be done face to face, by telephone or via email. All staff development requests should be supported by the required documentation. No such requests will be considered without the accompanying paperwork, fully completed and authorised by the appropriate person.

Where staff who book to attend an internal staff development event subsequently do not attend, and do not provide adequate notice (i.e. at least one working week, other than in exceptional circumstances²), the appropriate Director will be informed, and the costs of their place will be recharged to the host Directorate budget.

4.0 Booking for External Staff Development Events

Staff wishing to attend an external staff development event should complete a CPD1 Form (see Appendix One). The form should be fully completed and should indicate the cost centre and be authorised by a Director. All requests for financial support from the staff development budget must be discussed and agreed by the relevant Director and Organisational Development Manager before approval is given to register the staff member. CPD1 forms, once completed, should be forwarded to the Organisational Development Team for booking purposes. (A copy of the relevant course programme should also be attached). These forms should be submitted at least two weeks prior to a scheduled event.

Where staff who book to attend an external staff development event subsequently do not attend, and do not provide adequate notice (i.e. at least one working week), the appropriate Director will be informed, and the costs of their place will be recharged to the host Directorate budget.

After attending an external event a CPD2 Form (See Appendix Two) will be issued asking the staff member to evaluate the relevant course. The CPD2 Form, once completed, should be returned to the Organisational Development Team.

5.0 Evaluation of Staff Development Events

Evaluation is recorded at the end of each staff development event. This is further consolidated by a three month follow-on evaluation which can measure the impact of recent training newly embedded in the workplace (CPD3 form, see appendix 3).

² For example, ill health, personal circumstances etc

CPD1

Appendix 1



ADAM SMITH COLLEGE
INSPIRING LEARNING

CONTINUOUS PROFESSIONAL DEVELOPMENT AUTHORISATION AND APPROVAL FORM (For External Events & College-Based Courses)

Staff should complete this form and forward it to the Organisational Development Team
at least two weeks prior to the activity, attaching a copy of the course outline.

TYPE OF CONTINUOUS PROFESSIONAL DEVELOPMENT (please tick appropriate box)				
College Course (Fee Waiver)	<input type="checkbox"/>		Meeting	<input type="checkbox"/>
Seminar/Conference (External)	<input type="checkbox"/>		TQFE	<input type="checkbox"/>
Introduction PDA	<input type="checkbox"/>		Advanced PDA	<input type="checkbox"/>

SOURCE OF FUNDING (Please indicate agreed cost code for funding.)	
Cost Centre	

PERSONAL DETAILS	
Applicant's Name	
Applicant's Signature	
Job Title	
Directorate/Institute	
Direct Telephone Number	
Dietary/Access Arrangements	

EVENT DETAILS	
Event Title	
Organising Body	
Date(s)	
Venue	

COSTS	
	Estimated Costs
Registration Fees	
Travel	
Subsistence	
Miscellaneous (<i>please give details</i>)	
TOTAL	

JUSTIFICATION (to be completed by the applicant)

What is the expected benefit of your attendance at this event?

LINKS TO STRATEGIC/OPERATIONAL PLAN (to be completed by the applicant)

Is your attendance at this event linked to a strategic aim and/or operational objective?

Strategic Plan Aim	
Operational Plan Objective	

DIRECTOR'S ENDORSEMENT (to be completed by the applicant's Director)

I endorse this application for attendance at a Continuous Professional Development event.

Name [please print]	
Signature	
Date	

ORGANISATIONAL DEVELOPMENT APPROVAL

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>
Name [please print]			
Signature			
Date			
Counter Signature [if required]			

FOR OFFICE USE ONLY

Date of Provisional Booking:	
Date Booking Confirmed:	
POR Number:	
Date Logged on HR Classic:	
Initials of OD Staff Member:	

CPD3

Appendix 3



ADAM SMITH COLLEGE
INSPIRING LEARNING

CONTINUOUS PROFESSIONAL DEVELOPMENT 3 MONTH FOLLOW-UP EVALUATION FORM

Please complete this form and forward it to the Organisational Development Team **within two weeks** of receipt.

PERSONAL & EVENT DETAILS	
Name [please print]	
Directorate/Institute	
Event Title	
Date(s)	

How has attendance at this event improved your knowledge or practice? Please comment regarding impact on the learner experience (if appropriate)

How have you shared what you learned at this event with colleagues?

What further training do you wish to undertake in this area?

Applicant's Signature	
Date	

What CPD have you undertaken over the last 5 years and how does this relate to your request?	

What do you feel would be the benefits of undertaking this qualification/research project (personal and organisational, impact on the learner experience)?	

What future plans would successful completion of the qualification/research project support?	

Applicant's Signature	
Date	

Director's Signature	
Date	

Principals' Group Feedback	

PG Signature	
Date	