



## **STAFF DEVELOPMENT POLICY AND PROCEDURES**

## **NEWBATTLE ABBEY COLLEGE**

### Staff development policy and procedures

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## **STAFF DEVELOPMENT POLICY**

### **1 INTRODUCTION**

Newbattle Abbey College is committed to the continuing professional development of its entire staff, viewing staff development as critical to the success of the institution and the individual.

#### **1.2 SCOPE**

This policy covers the following responsibilities of the College:

- 2.1 To enable staff to acquire and maintain a high level of skills, abilities and experience to allow them to:
  - competently fulfil their identified roles and responsibilities and respond effectively to new roles and changing circumstances.
  - pursue their own career development
- 2.2 To provide an induction for all new staff which outlines College strategy, individual roles/responsibilities and identifies initial training requirements.
- 2.3 To provide training and development opportunities within the operational guidelines of the Professional Development Review Scheme. Where possible, these will be linked to recognised standards or vocational qualifications.
- 2.4 To facilitate a range of opportunities which will encourage the development of skills and increase knowledge of current work practices.

The policy applies to all staff. Exceptions would be part-time seasonal staff (e.g. evening class providers) and visiting guest or occasional lecturers

#### **1.3 PRINCIPLES AND VALUES**

The essential features of any Staff Development framework is that it is well thought out, ongoing and is flexible to meet the needs of the institution and the individual. The values and principles that underpin this Staff Development policy are:

- It is a structured and ongoing process that starts with the recruitment and selection of employees and continues throughout employment within the College until the staff member leaves
- It is concerned with the continuous improvement of performance
- It supports the development of employees

- It supports managers within a framework that encourages staff to look for suitable learning opportunities
- All staff are able to access the right opportunities to meet their needs, within the resource constraints of the College
- It has its basis in lifelong learning

## **2 RECRUITMENT AND SELECTION**

- 2.1 The system and procedures for the recruitment and selection of staff are based on the following principles.
- **efficiency** - cost effective in methods and sources
  - **effectiveness** - producing enough suitable candidates without excess and ensuring the identification of the best fitted for the job and the organisation
  - **fairness** - ensuring that right through the process decisions are made on merit alone.
- 2.2 Recruitment and selection will be carried out within relevant legislation that applies to employing new staff.
- 2.3 Recruitment and selection of staff will follow the policy and procedures set out in the accompanying documentation.

## **3 INDUCTION**

- 3.1 Every new member of staff and every member of staff transferring to a different post within the College will receive appropriate induction.
- 3.2 Induction is the responsibility of the line manager and will follow the policy and procedures set out in the accompanying documentation.

## **4 CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

- 4.1 Every member of staff is entitled to training and development opportunities within the given resource constraints.
- 4.2 The College recognises that the development of staff can be achieved by a range of means other than training courses. It acknowledges that coaching, mentoring, reading, placements, work shadowing and secondments are also appropriate ways of developing knowledge, understanding and skills.
- 4.3 Team staff development needs are identified through the development planning and review process.
- 4.4 Support for formal staff development activities must be approved by the line manager and authorised by the Administration Manager.

- 4.5 Applications for staff development should be made using Form SD1 which is available from the Administration Office <..\..\Cross College\Templates\Staff development\Staff Development Request forms.doc> - see Appendix I
- 4.6 Attendance at short courses and conferences will be supported where there is a requirement of the post or where this is directly relevant and/or beneficial to the work of the individual and the strategic and operational plan objectives. Time off, travel and subsistence will be in accordance with that agreed on the application.
- 4.7 The College is supportive of employees undertaking further study and qualifications which enhance their work. Support will be given within the constraints of budget and priority areas of the objectives of the College.
- 4.8 The procedures for requesting, approving and recording Continuing Professional Development (CPD) can be found in Appendix II
- 4.8 The College will seek to develop the highest standards of best practice in Staff Development and will engage in relevant partnership with other Colleges to share good practice and ensure that these standards are maintained. The College will participate in the East of Scotland Staff Development Collaborative Group and Scotland's Colleges Community of Practice training events.

## 5 QUALIFICATIONS

- 5.1 Existing lecturing staff are expected to:
- hold a recognised teaching qualification (i.e. TQFE or TQSE)
  - or have achieved the requisite training and development units
  - or be actively working towards Professional Development Awards
- 5.2 When appointing new staff the possession of appropriate subject experience and /or qualification will be an essential criterion in the employee specification.
- 5.3 The College makes special provision for lecturing staff to undertake the Teaching Qualification (Further Education) at an appropriate university. Lecturers are granted remission from teaching in order to undertake TQFE.

- 5.4 Staff are entitled to remission of class contact to gain teaching qualifications. Remission will be calculated on a proportional basis of  $\frac{1}{8}$  of class contact hours worked: in addition staff will be supported by a mentor. The number of staff supported is reliant on resources being available.
- 5.5 It is a condition of employment that staff fulfils the requirements of 5.3. Progress will be monitored through the Staff Development and Review process.
- 5.6 Staff who undertake accredited qualifications that incur substantial College investment may be required to repay the costs if they leave employment within 1 year of achieving qualification. This will be at the discretion of Senior Management.

## **6 STAFF DEVELOPMENT AND CAREER REVIEW**

- 6.1 The College has a Staff Professional Development Review Procedure (PDR) which aims to identify both team and individual development needs in a planned and prioritised way. Employees will be able to discuss development needs with their line manager through a staff development review meeting, which will be held at least once per year,
- 6.2 The PDR scheme provides a framework that allows all employees the opportunity to review their work and development needs systematically and to agree a development action plan with their line manager. It is an opportunity for every member of staff to take an overview of their work and achievements in a structured and objective way.
- 6.3 The management of the review process is the responsibility of managers. Individual staff have a responsibility for taking part and contributing to the process. A third party may be involved by mutual agreement when, for example, an individual's work over the period has been mainly supervised by the third party. All staff responsible for conducting PDR meetings will receive training and all employees will receive briefings on the PDR process.
- 6.4 The purpose of the Staff Professional Development Review Process is to improve and enhance the quality of provision by working towards:
  - More effective individuals and teams
  - Better understanding of individual development needs
  - Fewer barriers to communication
  - Better relationships between managers and staff
  - Realistic achievable objectives

- 6.5 The PDR process will follow the policy and procedures set out in the Staff Professional Development Review Procedures and will be informed by key priorities of the College Strategic Plan.

## **7 LEAVING THE JOB**

- 7.1 Members of staff will receive an exit interview before they leave their post.

APPENDIX I

**NEWBATTLE ABBEY COLLEGE  
STAFF DEVELOPMENT TRAINING/CONFERENCE REQUEST**

<p><b>Name:</b> _____</p> <p><b>Training/Conference Name:</b> _____</p> <p><b>Date(s):</b> _____</p> <p>Please attach course outline of training/conference</p> <p><b>Purpose in attending:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>College Use Only</b></p>																																								
<p><b>Meets Strategic Plan Aims: (indicate which)</b></p>																																									
<table border="0"> <tr> <td><b>Cost:</b></td> <td></td> <td><b>Estimated</b></td> <td></td> </tr> <tr> <td><b>Training/Conference Fees</b></td> <td></td> <td>_____</td> <td></td> </tr> <tr> <td><b>Travel</b></td> <td><b>Train:</b></td> <td>_____</td> <td></td> </tr> <tr> <td></td> <td><b>Plane:</b></td> <td>_____</td> <td></td> </tr> <tr> <td></td> <td><b>Car:</b></td> <td>_____</td> <td></td> </tr> <tr> <td><b>Subsistence:</b></td> <td></td> <td>_____</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td>_____</td> <td></td> </tr> <tr> <td><b>Approved:</b> _____</td> <td><b>Approved:</b> _____</td> <td></td> <td></td> </tr> <tr> <td>Line Manager</td> <td>Staff Development</td> <td></td> <td></td> </tr> <tr> <td><b>Date:</b> _____</td> <td><b>Date:</b> _____</td> <td></td> <td></td> </tr> </table> <p>Form: SD1</p>	<b>Cost:</b>		<b>Estimated</b>		<b>Training/Conference Fees</b>		_____		<b>Travel</b>	<b>Train:</b>	_____			<b>Plane:</b>	_____			<b>Car:</b>	_____		<b>Subsistence:</b>		_____		<b>TOTAL</b>		_____		<b>Approved:</b> _____	<b>Approved:</b> _____			Line Manager	Staff Development			<b>Date:</b> _____	<b>Date:</b> _____			<p><b>Actual</b></p>
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## APPENDIX II

### GUIDELINES FOR REQUESTING STAFF DEVELOPMENT

#### INDIVIDUAL REQUEST AND APPROVAL

1. Staff complete request form and give to line manager for agreement and signature.
2. Line manager sends to the Administration Manager for signature/agreement.
3. Form goes to the administration office for booking place, recording and filing. Administration staff will confirm with staff member that place has been booked and request approved.
4. Invoices and expenses for payment go to the Administration Manager.

#### IN HOUSE TRAINING AND STAFF DEVELOPMENT

1. Staff attendance sheet completed for each session or event.
2. Staff attendance sheets and evaluations (if appropriate) filed.
3. Event logged in Staff Development Excel spreadsheet.
4. Invoices and expenses passed to administration for recording actual costs and spreadsheet updated accordingly.

#### EVALUATION AND SHARING GOOD PRACTICE

1. Staff attending conferences and events will complete an evaluation form and indicate any action that will be taken as a result of their attendance.  
<..\..\Cross College\Templates\Staff development\STAFF DEVELOPMENT Evaluation.doc>
2. Staff members will circulate appropriate information and materials from the training/conference to their team colleagues and give feedback at an appropriate team meeting.
3. Where relevant, a seminar or an in house training event may be held to disseminate good practice.

<b>Newbattle Abbey College</b>	<b>POLICY/PROCEDURE</b>
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