



STAFF DEVELOPMENT POLICY

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Every 3 years



STAFF DEVELOPMENT POLICY

1. Policy Statement

- 1.1 BHASVIC recognises its staff as being fundamental to its success. A strategic and professional approach to staff development helps to enable the College to fulfil its strategic aims, and support the College's values.
- 1.2 The key purpose of staff development is to facilitate personal and professional development enabling individuals and groups to achieve their full potential and contribute to the provision of excellent teaching and learning at the College. Staff development is a key contributor to the success of individuals, teams and ultimately to the success of the College as a whole.
- 1.3 The budget allocation is determined on an annual basis. The Senior Management Team will determine the funding for staff development to enable points 1.1 and 1.2 above to be achieved.

2. Policy Scope

- 2.1 This policy applies to all employees of the College and, in relation to induction, it applies to voluntary workers and temporary staff, including PGCE students who are on a placement at the College.
- 2.2 Staff development includes any activity which contributes to the enhancement of knowledge, skills, competence, or working practices. This includes courses, development programmes, induction, vocational training, structured staff development activities, attendance at conferences, secondments, development of educational materials, curriculum enhancement and active involvement with professional bodies.
- 2.3 There will be equality of access to staff development opportunities for all BHASVIC staff. No member of staff will be treated less favourably on the grounds of sex, marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.

3. Policy Aims

- 3.1 To support the College strategic plan.
- 3.2 To promote the professional and to facilitate personal career development of staff.
- 3.3 To maintain the College's accreditation as an Investor in People.
- 3.4 To contribute to an environment in which all staff feel valued and are able to realise their potential.

- 3.5 To incorporate the policies and practices of staff development within the PDR system of appraisal.
- 3.6 To provide a structured and coherent induction programme for all new staff.
- 3.7 To keep up to date records of all staff development activities undertaken, feed this information back to line managers to ensure the effective and equitable distribution of staff development resources.
- 3.8 To *maintain* links between staff development, curriculum, guidance and College managers in order to promote a co-ordinated and engaged approach to staff development.
- 3.9 To maintain and review policies and practices as a part of the College's quality assurance processes.
- 3.10 To support and develop training opportunities which promote quality and value for money.
- 3.11 To provide a detailed and comprehensive annual Staff Development Plan that clearly identifies the agreed objectives for the year and provides a reference point for all staff development planning.
- 3.12 To review staff development activities on an annual basis through course evaluation and through the Staff Development SARAP.

4. Responsibility

- 4.1 Responsibility for the planning and provision of staff development belongs to:
 - The individual member of staff who has a responsibility to identify and communicate areas for development, including fulfilling their contractual obligations in relation to staff development.
 - Line managers who should identify and implement the needs of their staff or department. This should be achieved through the PDR and SARAPS process.
 - The Staff Development Team who will produce the annual Staff Development Plan and ensure that it supports the College Strategic Plan and Annual Operating Priorities (see attached Terms of Reference).
 - Senior Managers who will ensure that appropriate resources are available for staff development and enable the College to maintain the liP standards.
 - The Human Resources Department, who will monitor the staff development budget; keep a centralised database of individual staff development records; represent the College at the Advisory and Support Group (FE Sussex) and advise on staff development issues to ensure that the policy is followed.
 - In rare cases of staff development activities taking place overseas, line managers should ensure that the Overseas Travel Procedure is followed and consent is obtained for the activity as per the procedure (see appendix).

5. Monitoring and review of policy

- 5.1 This policy and procedures will be reviewed every three years to ensure currency.
- 5.2 The Human Resources Department will collect evaluation data relating to staff development activities and provision via evaluation questionnaires completed by staff.

- 5.3 The Staff Development Team will evaluate staff development activities and provision using evaluation data collated by Human Resources. Feedback will be provided to the HR Committee and to Staff.
- 5.4 Line Managers will monitor the impact of staff development activities undertaken by their team members as part of the PDR and SARAP process.
- 5.5 All staff will keep a record of their own activities as part of their PDR records. Individual records for all staff will be sent out to managers by Human Resources before mid-year and annual PDRs. The purpose of the record keeping is:
- To assist individuals in preparing for their PDR.
 - To assist line managers in preparing to appraise their staff through PDR, and to monitor and evaluate the impact of training undertaken and future development needs.

6. Related documents

- College Strategic Plan
- Equality and Diversity Policy
- Flexi INSET Guidelines
- IiP Standard
- Overseas Travel (Staff) Procedure
- PDR Policy and Procedures
- Staff Development Plan
- Staff Development Team terms of reference
- Staff Induction Procedures
- Staff Probation Policy and Procedures

Appendix: Overseas Travel (staff) Procedure

Where an overseas visit is made with a party of students, the College's Educational Visits and Out of College Activities Policy and Procedures should be *observed*. In all other cases, the following procedure must be followed. It is a requirement that overseas travel by staff is not permitted without the specific approval of the Corporation. The Corporation will be informed of the reason for travel, the proposed cost and the envisaged benefits to the College. If a decision is required before the next meeting of the Corporation, the Chairman of the Corporation and the Chairman of the Finance & General Purposes Committee will be consulted and provided with the same information as above. They may ask for additional information and consult with others over the proposed circumstances of the trip as they think appropriate.

It is envisaged that overseas travel for staff, other than with a party of students, will occur rarely and probably for the one of following reasons:

- *Staff development (eg for a Language teacher to update their language skills)*
- *Admissions/Marketing (following an invitation to a specific event eg in a school or recruiting agency)*
- *Reconnaissance for a possible future curriculum visit*

If such a trip is proposed, the following procedure must be observed:

A plan should be prepared for SMT and governors, setting out:

- Purpose and dates of proposed trip
- Proposed participant(s) including people who are not members of staff, and their relationship with staff members intending to travel
- Benefits of the proposed trip to the College and link with College strategy
- Detailed itinerary, including any leisure elements
- Detailed costs which identify: travel, accommodation, meals and other costs
- Sources of funding
- Justification of how travel method(s) were chosen, taking the points below into account

In drawing up the plan, the following guidelines will be followed:

- Travel may be by plane if this is appropriate
- Travel will be by the cheapest reasonable route and method
- Accommodation will be modest but clean and comfortable
- The cost of meals will be reimbursed, but not alcohol. A daily allowance will be agreed in advance of the trip by the Director of Finance and the *HR* Manager, depending on the country to be visited
- Only costs actually incurred will be reimbursed, and detailed receipts must be provided
- Costs of alcohol and recreational elements of the trip will not be reimbursed
- The Trip Leader must confirm that insurance arrangements are in place
- A risk assessment must be completed and submitted with the plan for the trip
- Reputable travel agents must be used for travel arrangements

The plan must be approved by SMT, normally at least one month before the date of travel. Two of the following governors must also give approval for the trip once it has been approved by SMT: Chair of Corporation, Chair of F&GP Committee and Chair of HR Committee.

Within two weeks after the trip has ended, a report must be submitted to SMT, setting out how the objectives and plans were met. A copy of the report will also be sent to the governors who were consulted earlier. As part of the report, the Trip Leader will prepare a financial statement itemising *all income* and costs, together with original receipts. *Providing all costs are consistent with those proposed (see above), they will be reimbursed as soon as possible.*