



**STAFF DEVELOPMENT
AND
TRAINING
POLICY & GUIDELINES**

September 2007

Coleg Powys

STAFF DEVELOPMENT AND TRAINING POLICY & GUIDELINES

1.0 SCOPE AND PURPOSE

Coleg Powys recognises that its staff are its most valuable asset in meeting its Mission and Strategic Aims and the provision of a quality learning experience for its students.

The College will seek to develop its staff, with equality of opportunity and due regard to Health and Safety, in order to maintain an informed, skilled and flexible workforce, which is able to meet the ever-changing demands of the Education Environment.

The College encourages individual employees to take full advantage of the training and development opportunities made available to them and to commit to their own professional development.

2.0 GENERAL PRINCIPLES

In accordance with the aims and objectives of the College's strategic plan the College will:

- Develop systems and procedures, which enable staff development needs to be identified and prioritised.
- Seek to provide a structured staff development programme which:
 - Meets the aims and objectives of the College
 - Enables College staff to fulfil their responsibilities more effectively
 - Provides opportunities for staff to develop their skills and increase their expertise
 - Responds to local and national initiatives and statutory requirements
 - Raises staff awareness to relevant developments in education, industry and commerce.

The annual evaluation of staff development will be presented at Academic Board.

3.0 ENTITLEMENT

All staff of the College are encouraged to access staff development opportunities

All requests for staff development will be considered against the College's operational strategic plan

All requests should be supported by the appropriate line manager.

4.0 PROCESSES OF STAFF DEVELOPMENT

Staff development activities will take account of strategic and operational plans, quality self assessment action planning, and performance and management reviews.

Staff development will be classified into:

4.1 Induction Training

This is the starting point for the process of staff development for all newly appointed staff and staff with new posts and responsibilities.

- An induction programme will be offered to each new and promoted member of staff, this will incorporate a personal and sectional induction.
- Academic/Functional Managers will arrange the specific area induction.
- A Mentor may be assigned to each new member of staff for support and guidance where appropriate.
- A Middle Management induction will be offered to each new member of staff appointed or promoted to middle management.

4.2 Professional Development

Professional training and/or qualifications will be accessed through participation in an individual performance management and development review (PMAR) with the line manager or by emerging needs or identified department skills gap.

4.3 Supervisory / Management Development

Staff holding supervisory/management responsibilities and functions will be provided with the training necessary to equip them with the skills they require to supervise/manage staff.

5.0 ANNUAL PROGRAMME OF STAFF DEVELOPMENT AND TRAINING

The College will on an annual basis offer an in-house professional development programme. The programme will focus on the following themes:

- Welsh Language Development
- Health & Safety
- Quality – raising standards
- ICT
- Management development

The programme will include mandatory training for example Health and Safety related workshops. Staff will be required to attend events that are stipulated as mandatory.

All information relating to staff development and training is available on the intranet or from the Personnel department.

6.0 RESPONSIBILITIES

6.1 The individual

Each member of staff has a responsibility to develop their own knowledge and expertise in the context of strategic and operational planning. All staff are required to:

- Maintain a record of all training and development in a continuous professional development (CPD) folder
- Forward copies of certificates of qualifications gained to the Personnel Department
- Disseminate their knowledge in line with approval conditions (where applicable)

6.2 Departmental Managers

Every Departmental Manager shall:

- Identify individual staff development needs from the College's strategic plan and self assessments and by producing an annual academic/functional area training needs analysis
- Undertake Performance Management and Review with Staff at least once a year to include their staff development needs and career developments.

6.3 Managers with Cross College Responsibilities

Managers with Cross College responsibilities shall:

- Liaise closely with individual academic/functional managers regarding College wide developments
- Liaise with the Senior Manager with responsibility for Staff Development to identify, plan and deliver training issues pertinent to the College as a whole.

6.4 Senior Manager with Responsibility for Staff Development

The Senior Manager with responsibility for staff development will support the development and implementation of staff development within the College and will:

- Develop a staff development and training policy and review bi-annually
- Apply the priorities for training and development in the context of the College policies and the strategic plan
- Ensure a fair and planned distribution of training and development opportunities to staff
- Oversee the production of an in-house staff development programme
- Approve appropriate proposal forms submitted for staff development
- Provide feedback where training and development is deemed to be inappropriate.

7.0 PROCEDURE FOR ACCESSING STAFF DEVELOPMENT

The procedure for accessing staff development is set out in Appendix 1.

In order to work towards a cost effective, equitable and evaluated programme of staff development, it is imperative that all staff should follow this administrative procedure.

8.0 FINANCIAL SUPPORT, TRAVEL & SUBSISTENCE

Details of allowable expenses relating to travel & subsistence can be found in the College Travel & Subsistence policy

Claims for subsistence must be made on a Travel Claim Form and must in all cases be supported by receipts

The participant/line manager should take care to provide accurate estimations for fees and expenses as this is an important factor in considering proposals for approval

Any expenses not budgeted for on the staff development proposal will not be authorised for payment or re-imbursed to the individual

The participant should always check availability of College vehicles prior to using other methods of transport.

9.0 MONITORING AND EVALUATION

Monitoring and evaluation are important aspects of staff development and it is the responsibility of the Senior Manager with responsibility for Staff Development to monitor and evaluate the effectiveness of staff development in the College.

Monitoring and evaluation should:

- Aim to assess the degree to which staff development fulfils the aims of the College's strategic plan
- Seek to improve staff development and training provided within the College
- Provide evidence that resources allocated are producing a benefit to the College, its students and clients.
- Provide evidence that resources are allocated equitably

10.0 THE WELSH LANGUAGE SCHEME

The Corporation is committed to the promotion of the Welsh Language and will endeavour to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme.

YR IAITH GYMRAEG

Mae'r Gorfforaeth yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Cynllun Iaith Gymraeg y Coleg.

SCHEDULE OF ACTIVITY - STAFF DEVELOPMENT AND TRAINING

MONTH	EVENT
August	<ul style="list-style-type: none"> ▪ Annual evaluation of staff development ▪ Budget spend issued ▪ Termly programme published
September	<ul style="list-style-type: none"> ▪ Budget spend update issued
October	<ul style="list-style-type: none"> ▪ Budget spend update issued
November	<ul style="list-style-type: none"> ▪ Budget spend update issued ▪ Training needs analysis issued to all sections
December	<ul style="list-style-type: none"> ▪ Budget spend update issued ▪ Termly programme published
January	<ul style="list-style-type: none"> ▪ Budget spend update issued ▪ Training Plan produced – based on TNA information
February	<ul style="list-style-type: none"> ▪ Teacher training applications received ▪ Budget spend update issued
March	<ul style="list-style-type: none"> ▪ All long course application received ▪ Budget spend update issued ▪ Termly programme published
April	<ul style="list-style-type: none"> ▪ Teacher training applications reviewed and responded to ▪ All long course applications reviewed and responded to ▪ Budget spend update issued
May	<ul style="list-style-type: none"> ▪ Budget spend update issued
June	<ul style="list-style-type: none"> ▪ Budget spend update issued ▪ Staff Development Policy review and updated (every 2 years)
July	<ul style="list-style-type: none"> ▪ Final budget spend for financial year ▪ Review of staff development application forms ▪ Review of staff development evaluation forms

Appendix 1

PROCEDURE FOR ACCESSING STAFF DEVELOPMENT

In order to work towards a cost effective, equitable and evaluated programme of staff development, it is imperative that all staff should follow the administrative procedures below:

