

Staff Development Policy

Policy review

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Policy Statement

TradeTechs Northern is committed to continuously improving the services we offer, including the quality of our teaching and learning and resources. The learner journey, as always, is at the fore front of everything we do allowing us to raise their aspirations whilst building our reputation and a provider of choice.

Our vision is for every learner to have a positive experience in their journey to employment, helping them to reach their full potential. Trade Techs aim is to be a provider of choice, not only with the learner but with employers. Ensure our reputation for promoting learning opportunity and employability is outstanding.

It is recognised that the success of TradeTechs depends on all staff whatever their role having the relevant skills, knowledge and competencies.

TradeTechs recognises that its staff are fundamental to its success. A strategic, professional approach to staff development is a necessity to deliver its objectives and achieve success for our learners.

Staff development refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the organisation.

We are committed to providing staff with development opportunities to ensure that individuals are able to contribute fully to the achievement of organisational objectives in the context of the strategic plan.

TradeTechs acknowledges that as a provider of learning and skills it has a unique responsibility to support and encourage the development of its staff, and recognises that staff development can play a critical role in building the capability of its workforce.

Appropriate Management Guidelines on the implementation of this policy are provided.

Scope

This policy applies to all staff. Formal endorsement of staff development should be given by the Line Manager.

Staff development embraces all forms of development activity including personal study, e-learning, internal or external courses, workshops, work shadowing and planned experiences. We will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business need.

Development activities which have no direct relevance to the individual's role or objectives of TradeTechs Northern are not within the remit of this policy.

Aims and Objectives

The main aim of the policy is to provide managers and staff with a framework that supports and encourages the development of all staff in line with the delivery of TradeTechs Northern's strategic plan and the following objectives as agreed during the annual planning meeting:-

- Staff development provided by TradeTechs Northern is informed by its strategic aims and operational requirements, taking into account the needs of the individuals and where possible the career aspirations of staff as well as the success of the organisation.
- Staff work alongside the Quality Lead to develop a coordinated approach to planning staff development, maximising the use of available resources.
- Leaders and Managers are provided with the skills, knowledge and competencies they need to work in partnership with their staff to support their continuous development.
- All staff are supported and encouraged to acquire and develop the relevant knowledge, skills and competencies to enhance their performance in their current role.
- An appropriate balance is created between the desire for individual staff members to maximise their potential and for TradeTechs to obtain a return on its investment in staff development.
- All staff receive an appropriately organised induction in timely fashion. See the induction policy for further information.
- Staff develop the skills to respond effectively to internal and external demands.
- There are appropriate controls in place to enable all staff to be trained at the levels appropriate to their role, in order to ensure that TradeTechs is compliant with respect to its statutory and legal obligations.

General Principles

- TradeTechs shows commitment to the development of its staff through encouraging an environment conducive to development.
- All staff development activities will be conducted in accordance with the organisation's Equal Opportunities Policy.
- All staff have equitable access to staff development opportunities, appropriate to their role and aligned to their objectives.
- All internal training activities will support the need to heighten awareness of equality and diversity issues. Where relevant, this will be reflected in the design, content and delivery of each activity. Where a staff development activity is commissioned from an external provider, the training specification supplied by the organisation will include the need to heighten awareness of equality and diversity issues and meet the needs of all attendees.
- TradeTechs is subject to a number of statutory regulations and it must ensure that staff are trained to levels appropriate to their roles in order to perform legally in the best interest of themselves, of others and of the organisation. Participation in certain staff development activities will therefore be mandatory.
- In order to gain the most benefit, the staff development processes need to be closely aligned to other planning and review cycles including staff induction, performance review programmes; the annual planning and quality cycle.
- Funding and/or study leave for the purpose of staff development must be approved by the Learning & Skills Manager.
- Managers are expected to encourage and support all staff (regardless of job role, grade and work patterns) to take advantage of internal and external staff development opportunities relevant to their identified development needs. It is the organisation's expectation that all departments participate in appropriate staff development activity.
- TradeTechs also recognises that, for its Staff Development Policy to be effective, staff must take responsibility for their own development. In addition to undertaking mandatory and relevant training defined nationally and locally and as requested for a particular role, they are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

Identification of Needs

Staff development needs are identified in a number of ways:

- Managers are expected to discuss staff development needs with each of their staff at least annually as part of the Performance Review Process.
- The needs of new staff should be identified in accordance with the probation policy within one week of taking up their appointment.
- The needs of staff transferring to a new role within the organisation should be discussed within four weeks of taking up position.

- Through the needs identified during annual planning and quality cycle.
- Managers' observations and requests
- Evaluation of feedback from current training programmes

Staff development needs may be identified throughout the year. The planning processes will retain flexibility for agreement of additional development needs as they become necessary.

Responsibilities

There is a shared responsibility for the development of staff, which is summarised below.

Senior Management Team

The Senior Management Team are ultimately responsible, on behalf of the organisation for the overall Staff Development strategy and for agreeing key Staff Development Policies which contribute to that strategy.

Line Managers

Line Managers are responsible for:

- Ensuring that individuals have the opportunity at regular intervals, to discuss their staff development needs.
- Giving staff constructive, honest and timely feedback on their performance.
- Identifying individual and team development needs which take account of both the organisation's goals and relevant aspirations of individuals.
- Regularly considering the development needs which will enable individuals or groups to respond effectively to internal and external changes.
- Establishing priorities taking account of individual and organisational priorities and making appropriate provision to meet them within the resources available.
- In conjunction with the Senior Management team, identifying appropriate opportunities for staff development.
- Where appropriate, approving attendance at relevant staff development activities and making appropriate provision for the release of staff from their duties.
- Recognising and taking into account that disadvantaged groups may require particular encouragement, or positive action training initiatives, to help overcome historical inequalities.
- Briefing and de-briefing staff who participate in staff development activities, to facilitate effective consolidation of their learning and in some cases dissemination more widely.
- Ensuring equal opportunities in access to staff development is in accordance with TradeTechs Northern's Equal Opportunities Policy.

Individuals

Individuals are responsible for:

- Reflecting at regular intervals upon their performance in their current jobs and future career aspirations and identifying their appropriate development needs.
- Discussing these with their Line Manager during their Performance Review Meetings with a view to establishing priorities in relation to their personal, departmental or organisational objectives.
- Taking full advantage of such opportunities.
- For the upkeep and maintenance of their continuous personal development.
- Applying newly-developed knowledge and skills to their work and the development of their careers.
- Where difficulties occur, raising issues with their line manager and Learning and Development in the first instance.

Tutors and Assessors

- Reflect and maintain their continuous personal development as evidence of their development and achievements.
- To remain up to date with relevant experience within the sector they deliver.
- Identify ways to develop their teaching and training knowledge.
- Understand how and why it is important to continuously develop their sector expertise, skills and performance.
- Have access to the appropriate training, mentoring, and development opportunities to enable them to fulfil these expectations.

Monitoring and Review of Policy

- All staff development activities will be evaluated. The Senior Management team and other providers of in-house staff development activities are responsible for evaluating the effectiveness and impact of what they provide.
- We are committed to the continuous improvement of our staff development provision and encourage feedback from staff. Where appropriate, best practice will be shared as part of our commitment to improve our service provision.
- Those responsible for managing staff should, together with the staff member participating in staff development activities, evaluate the extent to which development undertaken has achieved the intended objectives, and where necessary agree appropriate next steps with the staff member during their annual Performance Review.
- Application of the policy will be monitored by the Quality Lead.
- All CPD logs will be kept up to date.