



Hampshire Learning

Staff Development Policy

Date of Issue	Date of Review	Staff involved
November 2009	August 2011	GF/MH/JAG

1 Introduction

The continuing success of Hampshire Learning's partnership with its provider network is dependent upon recruiting, engaging and developing staff so that they are equipped with the appropriate skills, knowledge and experience to manage and deliver adult and family learning programmes, thus ensuring excellence in teaching and learning and professional practice.

Staff development is a term used to describe a wide range of programmes, practices and approaches designed to support staff[†] to perform their jobs to the best of their ability now, and to be aware of, and cope with, future change. It can support learning aimed at enhancing skills, knowledge and attitudes. It can include events organised locally or by central teams, formally or informally, on or off-site and includes all forms of personal and professional development and training.

Some staff are paid, whilst others are volunteers who give freely of their time, skills and experience, without expectation of financial reward. Hampshire Learning values the contribution of all its staff, both paid and unpaid, and is dependent upon them for its continued success.

2 Aim

The aim of this policy is to promote and support the development of staff and provide a framework for Centre Managers and the central team regarding the processes and procedures which should be followed. This Staff Development Policy builds on the County Council's achievement of Investors in People and the Individual Performance Planning process.

3 Objectives

The policy objectives are to:

- support the achievement of Hampshire Learning's strategic objectives and priorities;

[†] all paid and unpaid staff involved in the delivery of programmes funded or subsidised by Hampshire Learning

- enhance the potential and personal effectiveness of staff through the acquisition of appropriate qualifications, skills, knowledge and understanding which will support them to contribute and to deliver a high quality adult and family learning service;
- enable staff to develop new skills for their current and future roles so that the service can respond positively to change;
- ensure that all staff have equality of opportunity and access to training and development;
- provide opportunities for positive action and implementation of equality through targeted and, where appropriate, accredited staff development and training.

4 Responsibilities

All managers, including Centre Managers, are responsible for

- planning, identifying and prioritising staff training and developments needs;
- implementing, ensuring processes are embedded in QulPs; and
- monitoring progress and outcomes through relevant local plans.

Individual staff have a responsibility for their own personal development and are encouraged to:

- identify training needs and training outcomes with their managers;
- undertake training or other development events where there is an essential requirement to attend in order to meet institutional or legal requirements e.g. safeguarding; and
- complete evaluation forms for internal and external training and development activities.

Where a member of staff has been supported, he/she will be expected to

- feedback and disseminate to colleagues as agreed with their Centre Manager.

5 Equality and Diversity

Hampshire Learning recognises the value of every individual and aims to

create an environment that respects diversity and enables individuals to achieve their full potential and to contribute fully to the organisation. The aim is to ensure equal access and opportunity to development, education and training for all staff. Each member of staff, will have the same access to learning and development opportunities as other colleagues as appropriate to the job role.

All staff, including Centre Managers, should receive appropriate induction and training to ensure they can carry out their role within Hampshire Learning effectively.

Staff are invited to identify any particular requirements they may have to enable them to participate fully in all training and development events offered.

6 Staff Development Training Programme

Hampshire Learning maintains a staff development programme which aims to deliver training in order to meet the objectives contained in the Adult Learning Plan and Quality Improvement Plan and meets training needs identified within providers' self-assessment processes and through the observations of teaching and learning.

Events published in the staff development programme will be offered free of charge to Hampshire Learning staff. However, a cancellation fee may apply for non-attendance.

Where identified in the training calendar, tutors will be offered payment at a standard rate of £10 per hour (plus on-costs where applicable), for attendance at training that is considered to be essential to their ability to carry out their job role. This payment will be claimed by tutors through usual payroll systems and reclaimed from Hampshire Learning by their Centre Manager through invoice or parked journal.

The training calendar is promoted to Centre Managers electronically via email and details are also published on Hampshire Learning's website [Hampshire Learning Website](#). Further details of each event and booking facilities are available on the [Learning Zone](#).

7 Initial Teacher Training (ITT) and Continuing Professional Development (CPD)

Staff are encouraged to attend external courses and training events, which may be identified through the staff appraisal scheme. Assistance with payment for attendance at external courses and training events will be made at the discretion of the Centre Manager and Hampshire Learning, through the 'Funding for ITT/CPD' Scheme. External courses and training events are usually those which a tutor is required to attend in order to carry out his or her job role e.g. ITT.

All tutors who are contracted to deliver adult and family learning programmes for, or on behalf of, Hampshire Learning are required to

- comply with the new [Standards and Qualifications for the FE Sector](#)
- demonstrate evidence of membership of the [Institute for Learning](#) (IfL); and to
- meet its minimum [CPD requirements](#).

Existing tutors who have been working in the sector prior to September 2007, will be expected to hold an equivalent qualification, or to be working towards licensed practitioner status (Qualified Teacher Learning and Skills, QTLS) and to have achieved QTLS by September 2010. Further advice can be obtained from Lifelong Learning UK website at <http://www.lluk.org/>

New Tutors

All new tutors will be encouraged to work towards QTLS by undertaking the new qualifications i.e. PTLLS and DTLLS/CTLLS, as appropriate to their situation and will be entitled to apply for assistance with PTLLS course tuition fees, through the ITT/CPD Scheme.

Government funding is currently available for those who wish to undertake DTLLS/PGCE/Cert Ed courses through [Student Finance England](#).

Applications for assistance with course tuition fees for training beyond PTLLS, will be considered at the discretion of Hampshire Learning. Priority will be given to staff who are delivering programmes to targeted learners.

Subject Qualifications

All tutors are expected to be appropriately qualified/experienced in their subject area. Tutors delivering Skills for Life programmes will be expected to have a minimum Level 5 qualification in their subject specialism.

8 Reimbursement of Course Costs

Where Hampshire Learning has funded course tuition fees, tutors will be required to reimburse the Service in the following circumstances:

- Failure to complete course of study: 100 % of costs
- Giving notice to leave Hampshire Learning within 12 months of obtaining the qualification – 100% of costs
- Giving notice to leave Hampshire Learning within 18 months of obtaining the qualification – 50% of costs

Where an employee is retired on health grounds or made redundant, there will be no recovery of costs. In other exceptional circumstances, consideration will be given to waiving, in part or in total, the provisions of the paragraphs above.

9 Monitoring Impact of Staff Development/CPD

Hampshire Learning, in partnership with its Provider Network, is working towards effective monitoring of the impact of staff development and CPD on classroom practice, as IfL membership requirements become embedded. Hampshire Learning will periodically review records of training attended by staff delivering its courses as part of its quality improvement framework, in to monitor the impact of staff development and training programme on classroom practice. Centre Managers will be expected to:

- keep ongoing records of development and training activities that their staff have undertaken in the past year, and their outcomes i.e. impact on the overall teaching and learning experience of the courses they deliver. Reports of attendance at Hampshire Learning staff development courses will be available to nominated centre staff, through the report facility on the Learning Zone.

- ensure that opportunities are made as appropriate, for the member of staff to share their learning (knowledge and skills) and good practice with others in the centre (team) and more widely when appropriate.
- help staff to recognise the full extent of learning opportunities open to them, in addition to attending formal training courses, which may count towards CPD (e.g. discussions with line manager or peers, team meetings, coaching, mentoring, secondment, e-learning packages, reading journal articles, etc).