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## **STAFF DEVELOPMENT POLICY**

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**EFFECTIVE DATE** : 1 September 2020  
**REVIEWED BY** : Centre Head  
**NEXT REVIEW** : 1 September 2021  
**POLICY NUMBER** : QA-9

## **Staff Development Policy**

### **Strategic Ambition**

To address the identified areas for improvement arising from management meetings 'there needs to be more focus on staff development'.

### **Context:**

The procedures have been devised to enable Course 4 U Limited to continue to drive improvements in overall effectiveness based upon the outcomes of stated meetings. Providers are only judged outstanding for overall effectiveness if the quality of all the other four key judgements is outstanding and 'effective'. We understand the need to demonstrate how we secure improvements in leadership and management, teaching, learning and assessment through high quality professional development and robust performance management to tackle any weakness and promote good practice across all provision.

Associated documents and policies

- Observation Policy and Procedures
- Performance Development Reviews
- Staff Development Entitlement

### **Aims**

The policy and procedures are designed to support managers and staff in driving forward improvements in teaching, learning and assessment through staff undertaking the required hours of high quality continuous professional development.

The aims of the college's continuous professional development process are to:

- Raise the quality of teaching, learning and assessment through providing high quality professional development training for staff.
- Support and develop all teachers and assessors in enabling them to consistently deliver a good or outstanding learning experience
- Link with the Observation of Teaching and Learning process to identify the need for individual and whole service continual professional development, support and intervention
- Link with Performance Development Reviews of staff to identify the need for individual professional development.
- Contribute to the assessment and report of the college's progress towards attaining and maintaining outstanding status in teaching, learning and assessment in line with strategic objectives.

## **Purpose**

The purpose of the procedures is to:

- Ensure that staff receive the appropriate information regarding the continuous professional development process
- Ensure the consistent and fair treatment of all staff in the application of this process Inform staff and managers of the process to be followed when making a request for Professional Development
- Inform managers of the process to be followed when suggesting a topic for the Continuous Professional Development Plan.

## **Continuous Professional Development**

- All full-time teaching staff are to record a minimum of 20 hours of Professional Development for each Academic year.
- Part time Staff are to record a minimum of 10 hours of Professional Development for each Academic year.
- Business Support staff are to attend mandatory training as required
- Staff will keep this record in their 'Continuous Professional Development' folder.
- The Continuous Professional Development folder will contain the Performance Development Review (PDR) action plan, lesson observation action plans, evidence of Induction if appropriate, copies of certificates that evidence the professional development in that year
- A record will also be kept electronically and tracked by the Head of Quality and
- Staff will set SMART targets for themselves following any Professional Development activity; the HQ will regularly check progress on these.

## **Roles and Responsibilities**

In order to support the implementation of this policy the roles and responsibilities of managers and staff will be outlined.

It is the responsibility of all staff to and the responsibility of the senior management team, to be aware of and comply with the Continuous Professional Development Policy and Procedures and associated documents

- To ensure that appropriate, high quality, development and training is accessible, is promoted and supported for all delivery staff
- To create a climate in which staff are motivated and trusted to reflect and feel deeply involved in their own professional development. It is the responsibility of the Head of Quality to:
- Report on the impact of the Continuous Professional Development process on an annual basis, or as required by the Senior Management Team (SMT) to

ensure that the provision of appropriate training, support and guidance to staff undertaking Professional Development equips them to reflect and feel deeply involved in their own professional development and be aware of and comply with the Continuous Professional Development Policy and Procedures and associated documents

- keep up to date and maintain current knowledge of College and sector standards and requirements relating to teaching, learning and assessment, and to the teaching profession in FE & Skills
- understand and maintain the standards of performance expected
- to undertake appropriate professional development to continuously improve leadership and management skills and /or teaching, learning and assessment practice
- to develop reflective practice or comply with agreed action plans relating to professional development resulting from the observation or review processes

### **It is the responsibility of the Head of Quality**

To report on the impact of the Continuous Professional Development process on an annual basis, or as required by the Senior Management Team (SMT) to ensure that the provision of appropriate training, support and guidance to staff undertaking Professional Development, equips them to reflect and feel deeply involved in their own professional development.

**Policy reviewed annually**