

Approved by Board of Management: 20 December 2010
Amended: 25 February 2015
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STAFF DEVELOPMENT POLICY

REFERENCE: PL/HR/2015/001

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1. Policy Statement

- 1.1. The overarching aim of the Staff Development Policy is to foster the creation of a learning organisation which:
 - 1.1.1. promotes the continuous development of all staff through performance review and personal development planning
 - 1.1.2. provides an effective and supportive learning environment within the context of the College's current resources
 - 1.1.3. facilitates relevant learning and development opportunities within the context of its strategic and operational aims and objectives, and
 - 1.1.4. recognises the efforts and successes of staff in relation to staff development and continuing professional development (CPD).
- 1.2. In this way, staff expertise may be developed appropriately to:
 - 1.2.1. maximise the potential of individuals, and
 - 1.2.2. meet the current and future expectations of the College in terms of strategic, succession and workforce planning.
- 1.3. By their participation in appropriate training and CPD, individuals can be supported to:
 - 1.3.1. achieve and maintain satisfactory levels of job performance, and
 - 1.3.2. contribute to the continuous enhancement of service provision by individuals, teams and the College as a whole.

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2. Context

- 2.1. The Staff Development Policy directly aligns with the mission, vision and core values of Inverness College UHI. Through the provision and facilitation of high quality, engaging and challenging opportunities for staff development and CPD, the College seeks to ensure that staff feel valued and supported as they aspire to bring excellence and innovation to all aspects of the learner experience.
- 2.2. The Staff Development Policy aims to promote engagement with CPD of staff across the College and at all levels within the College structure. The sharing of common values, communicated positively by the management team, thus underpins the successful implementation of this Policy and its associated procedures. Specifically, the role and responsibility of line managers is critical to the recognition of the development needs of individuals in relation to operational and/or curriculum planning, and to the implementation and monitoring of plans to address these needs.
- 2.3. The College recognises the importance of staff engagement with CPD in achieving organisational efficiency and effectiveness, particularly with regard to enhancing the learner experience, and will endeavour therefore to develop and support a learning culture among its staff.
- 2.4. Individuals have a responsibility to enhance their operational performance by taking ownership of the development of their skills, knowledge and behaviours. They are expected to effect positive change and continuous improvement by:
 - 2.4.1. contributing time to learning activities
 - 2.4.2. sourcing and undertaking relevant activity in agreement with their line manager and other College staff as appropriate, and
 - 2.4.3. systematically recording, reflecting on and evaluating the impact of their CPD on the learner experience, and at an individual and organisational level.
- 2.5. All full-time staff should fulfil a minimum expectation of 9 days CPD per academic session (pro rata for part-time, fixed term and variable staff).
- 2.6. The College is committed to embedding a culture of reflection and scholarship across the UHI partnership and thus also to networking, sharing and promoting CPD activities as appropriate.

3. Legislative framework/related policies

- 3.1. This Policy has been developed in line with recommendations resulting from the Review of Scotland's Colleges. These recommendations were endorsed subsequently by the Scottish Government in *Promoting Excellence* (October 2007).
- 3.2. The Policy and its associated procedures will be implemented in accordance with the requirements of the Data Protection Act 1998 and the College Data Protection Policy.

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3.3. The Policy should be read in conjunction with the following College documents:

- 3.3.1. Human Resource Strategy
- 3.3.2. Learning, Teaching and Assessment Strategy
- 3.3.3. Quality Enhancement and Improvement Strategy
- 3.3.4. ICT Strategy
- 3.3.5. Inclusiveness Policy
- 3.3.6. Staff Recruitment and Selection Policy and Procedures
- 3.3.7. Staff Disciplinary Policy and Procedures
- 3.3.8. Staff Development Procedures

4. Scope

- 4.1. This Policy is applicable to all established full-time, established part-time and fixed term members of staff of Inverness College UHI, and will also be applied equitably to variable supply staff within financial and other resource constraints. Regardless of the nature of their employment, their position within the College, or their location, development activity will be offered which is accessible and appropriate to the role of individuals.
- 4.2. Notwithstanding the above, development requests will be considered within the context of the College's strategic and operational aims and objectives, and within the context of its current resources.
- 4.3. Inverness College UHI is committed to the principle of equality of opportunity for all members of staff, and to making College services accessible and inclusive. The College will consequently take steps to ensure that all staff can participate to the best of their ability in opportunities for development without discrimination on the grounds of gender, race, disability, sexual orientation, religion and belief or age.

5. Compliance

- 5.1. It is the responsibility of all staff to familiarise themselves with the content of this Policy, and to apply it within the context of their individual role and responsibilities.
- 5.2. In relation to: mandatory training (ie Protection of Children and Vulnerable Adults; Equality and Diversity; Health and Safety); training where the College has an obligation to meet legislative requirements (for example, Data Protection, Freedom of Information, Copyright); and development which is inherent within terms and conditions of employment (for example, attendance at induction, attainment of requisite teaching qualifications, essential CPD) the College will monitor staff attendance and/or attainment, and will instigate disciplinary procedures where it considers this to be necessary and appropriate.

6. Monitoring the Impact of the Policy

- 6.1. It is the responsibility of the Staff Development Manager to monitor and evaluate the implementation and impact of this Policy.

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- 6.2. Quarterly key performance indicator (KPI) reports will inform College managers with regard to staff compliance in terms of their engagement with CPD, including, but not exclusively, attendance at induction sessions and other mandatory training. Annual KPI reports will provide information which includes the average number of hours of CPD being undertaken by staff, the percentage of core teaching staff who have or are working towards a teaching qualification, and the percentage of staff who have or are working towards higher level qualifications. The content and format of these KPI reports will be agreed with the HR Committee, and will be used to inform the College management team and/or the HR Committee as appropriate.
- 6.3. In addition to statistical reports summarising the activity described in 6.2 above, staff perceptions of the impact which development opportunities have had on individuals, on the College and on the learner experience will also be collated and analysed annually. This information will be used to inform the College management team and/or the HR Committee as appropriate.
- 6.4. Issues identified as a result of the implementation of the Policy will inform the self evaluation process, and actions will be determined to address such issues timeously and appropriately.

7. Review

- 7.1. The Policy will be reviewed every 3 years and updated if appropriate, in order to ensure that it continues to meet changing priorities and to embrace new and emerging opportunities.