

Applicable to:	Staff
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STAFF DEVELOPMENT PROCEDURE

1. Purpose of the Procedure

The College aims to promote effective practices in teaching/learning and in leadership and in administrative management and to provide resources for development in teaching/learning. To achieve these aims, the College is committed to staff development and to the provision of training and in-service programmes that meet identified needs. The Programmes assist departments in strategic planning, curriculum development and the development of resources to assist individuals and Departments.

The purpose of this procedure is:

- to improve the quality of teaching, learning, assessment and curriculum design and delivery, and fulfil the college's mission
- to provide a staff development and training programme which will meet the goals of the college development
- to enhance professional and module expertise
- to sustain motivation and job satisfaction
- to raise awareness of staff to new and relevant developments in education and industry
- to enable staff to be equipped to meet any legislative requirements
- to provide, where possible, opportunities and advice for staff to fulfil personal goals

2. Scope/to whom it applies

This procedure applies to all staff of the college.

3. Procedure Details

3.1. Identification of Staff Development Needs

Professional Developments are largely influenced by the curriculum and the impact this has on the learner. In this instance the learner can be students, whether full-time, part-time, young or mature. Other stakeholders such as employers also influence professional needs. Therefore Staff development will be aimed at any activity that enables staff to improve the effectiveness with which they fulfil their responsibilities, or enables them to undertake new tasks and roles.

Staff Development will only be effective if both College and staff needs are correctly identified. The process by which such needs are identified are based mainly on the following sources and related factors:

- Recommendations of the Course Teams, Senior Management, Specialist Focus Group meetings and the Staff Development Officer
- Course Reviews
- Requirements of external bodies

3.2. Staff Development Activities

The Staff Development Officer co-ordinates and delivers professional and career development activities for individuals, departments and the College. The range of Staff Development Activities include:

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- Induction programmes for new staff
- Short courses in teaching development, supervisory and management development, personal effectiveness and safety, health and welfare.
- Internal and external conferences
- In-house training
- Working towards qualifications such as post graduate qualifications and other appropriate certificates and diplomas
- Membership of committees and professional bodies
- Disseminating good practice
- Working with other colleagues in teams and as mentors
- Group and individual projects
- Study Tours
- External moderating and examining
- Membership of College committees
- Representation of the College to outside agencies

3.3. Equal Opportunities and Access

Everyone working at the College has a right to have their development needs recognised. However these needs should be appropriate to provision and be consistent with human, physical and financial resources.

The aim is to provide maximum access that is consistent with minimum disruption. Although Staff Development must take place at times to ensure maximum participation, there are limitations which must be taken into account. These are:

- Staff Substitution - Must be discussed and approved by the Principal beforehand
- Timetabled Remission - may be permitted for staff on a recognised programme
- Fee Remission - may be provided for staff according to the terms and conditions of the programme. Must be entered on Core and approved by the Principal beforehand

3.4. Evaluation

All staff attending any training and development activity will be required to provide appropriate data and information. The main categories are:

- In-house courses: Staff attending complete a written evaluation form
- Long External courses (e.g. M Ed): Reviewed annually
- Short courses and External Conferences: Staff present evaluation of course

3.5. Dissemination of Information

In-house evaluations, appropriate action and developments identified are produced and distributed by the Staff Development Officer.

Where staff have gained knowledge or skills which may be useful beyond their own needs, i.e. to other staff, they may be asked to disseminate these to other staff in the appropriate way.

Other items of good practice and important developments identified by staff are posted on the Staff Notice-board by the Staff Development Officer.

4. **Monitoring Process**

The Staff Development Officer monitors this procedure on an on-going basis and produces an annual report for Senior Management