

STAFF DEVELOPMENT POLICY

Statement

This policy endorses Floorskills 's commitment to help, support and develop staff to meet the needs of learners, clients and partners. It will equip staff to raise standards and levels of achievement, enrich learning and teaching, increase recruitment and improve retention.

Aims

Staff Development will:

- provide access for all staff to appropriate development and training opportunities.
- support staff to acquire qualifications and individual updating appropriate to their roles and responsibilities in the organisation.
- consult with staff teams to prioritise training and development needs derived from team reviews, appraisal, performance reviews and assessor observation.
- evaluate and monitor the benefits of staff development for individuals, teams and the organisation.

Defining Staff Development and Training

Staff development and training will be derived from: strategic plans and business plans, appraisal and performance review, changes associated with a curriculum/service area, personal development and updating; in response to quality issues identified by external stakeholders.

This can be through:

- induction at Floorskills Programme/Service levels.
- professional updating through attendance at external or in-house courses, conferences or events.
- professional or academic courses leading to a qualification through attendance at external or in-house programmes
- industrial, commercial, visits or placements.
- individual study, research or publication.
- acting as an external or internal verifier, examiner, moderator, assessor or consultant.
- coaching and mentoring.
- team development work.

Delivering Staff Development

Senior Managers will:

- identify Staff Development needs in Floorskills 's planning processes.
- support the implementation of the Staff Development Plan.
- review and evaluate staff development according to priorities identified in strategic plans, business plans.
- inform and consult with Directors of Floorskills.

Line Managers will:

- work with and support staff by carrying out appraisal and performance review that identifies staff development needs.
- inform staff of relevant training and development opportunities.
- have a role in planning, organising and delivering team-based staff development events.
- evaluate skills and knowledge gained from development and training.
- track, monitor and evaluate, networking, placements and visits.

Staff will:

- participate in identifying and fulfilling their development and training needs.
- share skills and knowledge with colleagues.
- evaluate and review the benefits of development.

The Office Manager will:

- work with and support managers to ensure that the aims of the staff development policy is achieved.
- audit compliance with staff development systems.
- prepare an annual plan and report that reviews and evaluates the benefits of staff development.
- provide the Directors with feedback on the outcomes of staff training and development and the benefits of the investment for the organisation.

Staff Development Procedure

The Office Manager must be informed of all training and development activity, even if no funds are requested, in order to maintain records.

Payment of Expenses and Incurred Costs

- The Staff Development budget can pay for course fees (if any), travel and accommodation.
- Costs and expenses will be met only for authorised staff development events.
- Claims for costs and expenses must be submitted within three weeks attendance at any event, after which Staff Development funds will be reallocated.
- Floorskills reserves the right to reclaim any financial support pending non- completion of activity and/or failure to achieve award.

Audit and Monitoring

There will be an annual report to the Directors summarising the use of the staff development systems. A sample from each Programme / Service Area will be the basis for these reports.