

Staff Development Policy

Acculearn Training Limited

T/A

Cranbrook College

ACCULEARN

Reviewed: May 2025

1. Context

The Centre recognises the overriding importance of its staff and their contribution to the Centre's achievements, reputation and standing and is committed to the learning and development of its entire staff. Consequently it is essential to have a staff development policy that encourages the achievement and integration of the aims and aspirations of every individual and of the Centre.

2. Scope

Staff development encompasses activities and processes which are intended to have an impact on individual and organisational learning and, by so doing, to improve the effectiveness and efficiency of the individual and the Centre in the achievement of its strategic goals. The Centre, in developing a 'learning organisation' at all levels, will build on its current good practice in staff development and formalise it through this policy.

Staff development needs can be met using a variety of approaches that range from the purely self-determined and self-driven initiative to a programme of events or activities involving all Centre staff. It is important that appropriate criteria govern the choice of methods deployed in meeting specified needs. These will include appropriateness of method to objectives or outcomes, cost, time availability, urgency and accreditation requirements. The Centre is committed, through this policy and the resources committed to it, to optimise the choice of appropriate methods to meet needs and will draw on appropriate expertise to inform such choices.

3. Principles

This policy is informed by the following principles:

3.1. Responsibility:

All staff are ultimately responsible for their own development, they also have a responsibility to contribute, as appropriate, to the development of others. The Centre is responsible for supporting and encouraging the development of its staff,

particularly in line with Centre strategic goals. It is also the Centre's responsibility, as a good employer, to enable staff to progress in their careers, and to offer appropriate development opportunities to all groups of staff.

3.2. Inclusiveness:

Staff development opportunities will be available, appropriately, to all staff irrespective of grade, nature of contract and in accordance with the Centre's Equality and Diversity Statement.

3.3. Accessibility:

Staff development will be designed to be delivered in a form that maximizes its availability to all Centre staff.

3.4. Quality:

Staff development will incorporate quality assurance designed to maximize efficiency and effectiveness.

3.5. Prioritisation:

The Centre will, as far as is practicable, balance the requirements of the individual with those of the Centre. However, in deploying resources allocated, priority will be given to supporting the achievement of the strategic goals of the Centre.

4. Aims and Objectives

4.1. Aims

Staff development is intended to:

- i.** benefit the individual staff member by:
 - ✓ enhancing their performance;
 - ✓ increasing motivation and job satisfaction;
 - ✓ contributing to personal, professional and career development.
- ii.** improve the effectiveness of the Centre in:
 - ✓ teaching, learning, research and academic enterprise;
 - ✓ planning and implementing its strategic goals and objectives;
 - ✓ meeting its legal objectives;

- ✓ demonstrating good practice as an employer;
- ✓ predicting, and adapting to, change;
- ✓ managing and administering its activities.

4.2. Objectives

Objectives to achieve these aims will be determined and reviewed on a regular basis through the mechanisms set out in section Terms of reference below.

5. Roles and Responsibilities

Principles 3.1 and 3.2 above are critical to the achievement of the policy. In addition, specific responsibilities need to be vested at various levels throughout the Centre.

5.1. The individual member of staff

Each member of staff has a responsibility to:

- i.** review their own abilities and achievements;
- ii.** establish their own development needs and relate these to Centre plans;
- iii.** seek appropriate mechanisms for meeting those needs;
- iv.** undertake continuing professional, vocational and personal development;
- v.** review and reflect on the achievement of their plans, including discussions with those with managerial responsibilities;
- vi.** support others in their development;
- vii.** actively engage in the Centre Staff Appraisal and Development Scheme.

5.2. Heads of Departments and Directors of Support Services

Heads of Departments and Directors of Support Services have a responsibility to:

- i.** pro-actively discharge their responsibilities for this policy;

- ii. oversee the effective implementation of the Centre Staff Development and Appraisal Scheme;
- iii. produce an annual plan for staff development and implement those aspects for which they are responsible;
- iv. monitor and evaluate participation in staff development;
- v. report on the outcomes of the previous year's plan.

5.3. Senior Management Team

Responsibility will be exercised annually through:

- i. the production of a plan for its own staff development;
- ii. the identification of other development needs it deems appropriate;
- iii. report on the outcomes of the previous year's plan.

6. Monitoring and Evaluation

6.1. Purposes

The monitoring and evaluation of all formalised and planned staff development is important in order to ensure that the principles in 3 above are adhered to and that objectives are achieved.

6.2. Responsibilities

- i. Ensuring quality in all staff development rests, on behalf of the Centre
- ii. Responsibility for review of this policy, to ensure that it contributes to promoting a fair and equitable workplace and responds effectively to changing legislative and strategic requirements, in consultation with appropriate groups of staff. While changes to procedures may take place at any time, after its adoption, the policy must be reviewed every two years.