

STAFF TRAINING AND DEVELOPMENT POLICY

POLICY STATEMENT

Beats Learning Limited is committed to the training, learning and development of its entire staff. It actively supports and promotes all relevant learning and development recognizing the company can only function effectively if adequate development support is made available to both academic and non-academic staff at all levels.

PURPOSE OF THE POLICY

The policy is designed to:

- a) Enhance the operational effectiveness and efficiency of Beats Learning, the departments and the staff.
- b) Provide a framework that can be used to identify, address and monitor the development needs of all categories of staff.
- c) Support the strategic plans of Beats Learning enhancing existing strategies in Equal Opportunities and Diversity, Learning & Teaching, Communication and Development, IT, using a variety of learning and development techniques that have been identified by the SMT.

OBJECTIVES OF THE STAFF LEARNING AND DEVELOPMENT POLICY

- a) To provide a structure that enables appropriate development opportunities that are intended to improve the knowledge, skills and performance of staff and enhance the effectiveness of Beats Learning in all of its activities and strategies.
- b) To promote an ethos of development and enrichment.
- c) To support and facilitate the process of change.
- d) To establish the recognition of staff development at Beats Learning.
- e) To provide assistance in the prioritizing of areas where additional support is required and identifying learning or development resources that can be deployed most effectively in these areas.

THE PRINCIPLES OF STAFF DEVELOPMENT

The staff Training and Development policy will enrich Beats Learning commitment to:

- a) Developing staff and enabling them to become more effective in their work.
- b) Identifying and providing development opportunities for all staff.
- c) Reviewing and evaluating staff development needs and making provision as required.

SUPPORTING A RANGE OF CPD ACTIVITIES

Beats Learning support a wide portfolio of CPD approaches in an effort to match preferred learning styles of staff and to maximise the impact on teaching and learning within the company. These CPD approaches may include:

- attendance at a course or conference.
- in-house training using the expertise available within the company, e.g. team teaching, coaching/mentoring, skills in observation / assessment, sharing existing expertise;

- We organise visit to observe or participate in good and successful practice, e.g., visit to a training venue or subject area with similar circumstances;
- shadowing opportunities to observe experienced colleagues in another setting;
- research opportunities;
- distance learning, e.g., e-learning, relevant resources, training videos, reflection, simulation;
- practical experience, e.g., national test or exam marking experience, opportunities to present a paper, contribute to a training programme, co-ordinate or support a learning forum or network, become involved in local and national networks;
- job enrichment / enlargement, e.g., a higher level of responsibility; front line working in someone else's job, job sharing, acting roles, job rotation, shadowing;
- producing documentation or resources such as a personal development plan, teaching materials, assessment package, ICT or video programme;
- coaching and mentoring – receiving or acting in these roles, acting as or receiving the support of a critical friend, team building activity;
- partnerships, e.g., with a colleague, group, subject, phase, team meetings and activities such as joint planning, observation or standardisation, special project working group;
- creating an improved learning environment within the company.

STAFF LEARNING AND DEVELOPMENT RESPONSIBILITIES

Responsibility for staff learning and development occurs at different levels within the organization, all of which is linked to strategic and operational requirements.

Leadership and Management of CPD

The Quality Manager at Beats Learning Limited is responsible for the leadership and management of CPD within the company. Their main responsibilities are:

- Keeping up to date with CPD developments locally and nationally;
- Promoting CPD as a central element of performance management and company improvement;
- Providing details on the range of CPD opportunities and disseminate information to the appropriate staff. Maintain and develop links with sources of CPD. Ensure procedures for accessing information on CPD are available to all;
- Quality assure providers;
- Identifying the company's CPD needs through mechanisms such as: company self-evaluation, analysis of performance management targets, local/national priorities, internal/external monitoring, informal/formal discussions with individuals and teams;
- Discussing with the Directors and SMT the main CPD priorities and the budgetary implications;
- Reporting to the Directors and SMT on the provision and impact of CPD;
- Ensuring whether any follow up is needed to the training, e.g., feedback to the provider and be responsible for any such actions;
- Providing guidance to colleagues on the most effective procedures for disseminating information following professional development training;

- Regularly and accurately updating records of the training undertaken by colleagues and advise the appropriate bodies where there are issues of equality of access and involvement.

Departmental

Managers of all departments both academic and administrative play an important role in relation to staff learning and development.

They are required to:

- a) Provide appropriate cover to enable their staff, to take advantage of learning and development sessions that have been identified as being relevant to the development of the individual, department and company.
 - b) Ensure that all new staff members receive a thorough induction into their working environment.
 - c) Apply the annual appraisal process to identify development needs for individual staff members and their department.
 - d) Encourage performance improvement through formal and informal performance feedback and by using methods such as mentoring and coaching.
 - e) Establish staff development objectives that provide a means of evaluating the effectiveness of staff development within their area of responsibility.
- a) Develop and maintain an annual Staff Training, Learning and Development Plan.

Individual Members of Staff

Each individual staff member has a responsibility to develop their skills and knowledge in order to improve their current performance and prepare for future roles. Staff are also expected to appreciate the contribution they can make to their colleagues' development and be prepared to participate in this.

Staff are expected to:

- a) Be proactive in planning their careers and take responsibility for identifying their development needs.
- b) Identify opportunities to improve the skills and knowledge that are required in their present role.

ACCOUNTABILITY

- a) Senior Managers are responsible for submitting an annual report of the Training, Learning and Development requirements of their department to the Quality Manager and Managing Director.
- b) The Managing Director is responsible for the organisation and co-ordination of The Staff Training, Learning and Development Plan, the monitoring of staff development activities and the management of the Staff Training, Learning and Development budget.

FINANCIAL SUPPORT

- a) Financial support for staff development is provided from the Staff Training, Learning and Development budget.
- b) All members of staff are eligible to apply for financial support for staff development subject to the following criteria:

- i. The activity is relevant to the job and will enhance performance;
- ii. The activity is supported by the line manager who, if required, agrees to release the staff member so that they can attend;
- iii. If the activity takes place during work hours, the department can cover the absence of the staff member.

APPLYING FOR FINANCIAL SUPPORT FOR STAFF DEVELOPMENT

Applications to attend any courses should be submitted to the line manager, on a Staff Development Application form. This should be signed by the line manager and returned to the Managing Director with full details of the course, dates and fees. All course applications will be considered for approval however there are not always sufficient funds available to agree to all requested courses.

FEES AND TRAVEL

Course fees, approved in advance, of up to £100.00 will be paid in full.

For courses costing more than £100.00 the Beats Learning contribution will be 50% subject to the suitability of the course to the organization and the availability of funds. It is expected that the remaining balance will be covered by the staff member.

Travel to and from training courses is at the expense of the member of staff or their department.

TRAINING COMPLETION

In cases where staff have completed their relevant training and leave Beats Learning, within the first year, they are liable to repay the full amount of Beats Learning contribution.

MONITORING

The Quality Manager will present a report to the Managing Director and SMT with an assessment on the benefits of CPD undertaken (and planned), especially as it relates to:

- learner and company attainment;
- improved teaching and learning;
- increased learner understanding and enthusiasm;
- increased staff confidence;
- increased evidence of reflective practice;
- recruitment, retention and career progression/promotable staff.

REVIEW

This policy will be reviewed on an annual basis or following changes to Government updates, as well as statutory guidance in relation to Covid-19 and company risk assessment policies and processes.