

# Staff Development Policy

Version 1.0 (August 2020)

*Prepared by: Wole Koiki*

*Checked and approved by: Ferdinand Joseph*

*Date: 03/08/2020*

*Next review due: 03/08/2021*

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# STAFF DEVELOPMENT POLICY

## Section 1: Overview and scope of the policy

This document sets out the centre's commitment, policy and practice to staff development. It provides links to other policies that help to support the successful operation of the policy.

Staff development refers to the development of the individual's potential and career in terms of knowledge, skills, personal abilities, competencies and understanding, in line with the aims and objectives of the University. It embraces a wide range of learning experiences, both within and outside the workplace, and is a continuing process that can help individuals

- 1) to achieve agreed strategic, operational, team and individual objectives
- 2) to help individual members of staff to acquire knowledge and skills which will enable them to fulfil their current responsibilities more effectively; to respond positively to change; to extend their range of performance.
- 3) to help the centre and the units and departments within it to benefit from highly effective teamwork.
- 4) to support the continuous personal and professional development of members of staff by helping them to develop skills and/or gain qualifications which will equip them better for future career development
- 5) to enable staff who acquire new skills or knowledge to find appropriate opportunities to use them in their employment with the centre; to identify and develop their potential; to increase their job satisfaction; to improve their self-confidence, motivation and initiative;

## Section 2:

### 2.1 Finance

Where there are financial implications, priority for funding will be given to those training and development initiatives which are work-related and most closely allied to the centre's Strategic Plan and Departmental plans. Further explanation of the financial and other support available is described below.

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## **Diversity and equality**

Opportunities and access to development and training will be provided to all members of staff irrespective of gender, ethnicity, age, disability or full/part time status. The impact of this policy will be monitored in relation to the participation of employees by gender, ethnic origin, grade level, age, disability, and full/part time status. The requirements of the data protection policy will be observed in the operation of this policy

## **Staff/centre responsibility**

Staff development is the joint responsibility of:

- The individual member of staff;
- The head of department/unit;
- The centre through the framework for staff development and a high performance culture it establishes, and through its providers of training and development.

## **Section 3: Continuing professional development**

Staff at all levels are expected to engage in continuing professional development. Needs should be identified on an ongoing basis and through the appraisal process and discussed with the head of department.

### **3.1 Outcomes of training and development**

After participation in any form of training or development, it is expected that the member of staff concerned will discuss with the line manager what has been learned or gained and how this can be applied in the job. All training and development undertaken should also be discussed as part of the probationary and Appraisal process.

All staff who wish to study at the centre and receive work related support are required to complete the Application for Study Form in order to complete the registration process.

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Staff development forming part of an on-going CPD requirement and agreed in advance by the Head of Department.

The time to attend will be taken as part of the normal working week. Part time employees who attend during their 'non-working' hours will be permitted to take off a compensating period in lieu of the time spent at the conference. Support for subsequent CPD events will be discussed and agreed with line managers as part of the Appraisal process.

#### **Section 4: Contact information**

If you've any queries about the contents of the policy, please contact the Customer Support Team.

**Cube Training**  
Riverside Centre  
Dickens Road  
Gravesend  
Kent DA12 2JY

**E-mail:** [info@learninstallation.co.uk](mailto:info@learninstallation.co.uk)

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