

WESTMINSTER ADULT EDUCATION SERVICE

STAFF LEARNING & DEVELOPMENT POLICY & PROCEDURE

Ref No: HR1

Version:2

Owner:	Head of Resources	Approved by:	Executive Board	Date of approval:	8 July 2021
Effective From Date:	1 September 2021	Effective To Date:	31 August 2022	Next Review Date:	1 June 2022

1. Purpose and Scope

- 1.1 The Strategic Plan 2019 to 2022 has a priority to continuously develop a workforce that delivers excellence for our learners/Apprentices.
- 1.2 The purpose of the Staff Learning and Development Policy is to enable staff to be adaptable, flexible, resilient and appropriately qualified to meet changing demands in the education sector and provide a quality service to our learners/Apprentices. The policy covers all staff employed by Westminster Adult Education Service as well as volunteers.
- 1.3 We are committed to providing our staff with good development opportunities to ensure the achievement of high performance. The responsibility for development is a shared one.
- The Service has the responsibility for ensuring sufficient resources and opportunities are available to staff;
 - Managers are responsible for supporting their staff to identify and undertake appropriate development opportunities;
 - The individual has a responsibility for ensuring their on-going improvement and development.
- 1.4 We aim to increase the quality, efficiency and flexibility of our staff through continual learning and development, and to facilitate staff career progression.

2.Objectives

The objectives underpinning the Learning and Development Policy are as follows:

- 2.1 To create a learning environment in which staff are supported and encouraged to participate in relevant learning and development and where every individual takes responsibility for their own continuous learning and development.
- 2.2 To provide funding for a range of learning and development opportunities that directly support the achievement of the Service's aims and goals and to meet learning and development needs identified at strategic, team and individual level.
- 2.3 To ensure that all staff have their individual learning and development needs objectively identified at an annual appraisal against the key objectives/performance indicators contained within Service's strategic and operational plans and the individual performance targets set by the line manager.
- 2.4 That learning and development needs are reviewed at a midyear appraisal and regularly at one to ones with the Line Manager.
- 2.5 To ensure that all staff have appropriate access and equal opportunity to undertake relevant learning and development opportunities.
- 2.6 To encourage staff to consider a range of different learning and development opportunities. For example, e-learning, shadowing, visits to other organisations, peer learning and sharing of good practice.

- 2.7 To ensure that all staff evaluate the effectiveness of the learning attended and feed back to their team so others can benefit.
- 2.8 To provide volunteers with relevant learning and development opportunities to ensure effective integration into the Service.

3 Priorities

The staff Learning and Development Policy and Annual Training Plan will be a key tool in order to:

- Ensure a consistently high quality of teaching, learning, assessment and high quality of all non-teaching support services across the Service.
- Ensure that leaders, managers and their staff have the skills, knowledge and appropriate behaviours required to deliver high performance in their areas of responsibility.
- Improve the customer service experience, both internal and externally.
- Ensure staff are appropriately trained in current legislation for Data Protection, Health & Safety, Equality & Diversity and Safeguarding and Prevent.

The main priorities for training will be listed under the following 3 main priorities:

1.Mandatory Training and Compliance

2.Service Objectives

3.Individual Development Needs

See **Appendix 1** for the **Annual Training Plan** which provides further details

4. Definitions/Abbreviations

CPD – Continuous Professional Development
HR – Human Resources
SMT – Service Management Team
WCC – Westminster City Council
EB – Executive Board

5. Responsibilities

5.1 All staff

It is the responsibility of all staff to:

- Only book/confirm course attendance on a course or event once they have received official approval.
- Engage in ongoing learning and development activities to ensure they remain up to date with both their skills and knowledge.
- Be up to date with their responsibilities under current legislation in Data Protection, Health and safety, safeguarding and equalities and diversity.
- Be up to date with current professional practices.

- Be prepared to dedicate the time to successfully complete learning and development activities they are undertaking.
- Complete and return evaluation forms for all courses/activities attended. (Internal and External), and disseminate to other staff as appropriate.
- Engage in appraisals to identify and plan their CPD for the coming year and maintain accurate individual CPD records.

See **Appendix 2 for Professions Updating Responsibilities -Teaching Staff**

5.2 Line Manager Responsibilities

It is the responsibility of all Line managers to:

- Ensure all staff have a full induction to their role.
- Ensure all staff have an annual appraisal which identifies learning and development needs
- Ensure that applications for funding support the individual's job role, and where relevant have a direct link to the Personal Development Plan arising from the appraisal.
- Provide equal access to information on learning and development opportunities for all staff.
- Ensure their staff are up to date with professional practice and current legislation in Data Protection, Health and Safety, and Equalities and Diversity, and safeguarding.
- Ensure there are opportunities to develop their staff to their full potential.
- Be up to date with new initiatives and opportunities in relation to learning and development in the Further Education Sector and to disseminate this to their staff.

5.3 HR responsibilities

It is the responsibility of the Head of Resources:

- To work with SMT to draw together an annual training plan.
- To ensure that staff are provided with information on Service priority training courses and ensure staff book on courses designated as mandatory
- To manage Staff Development Budget to support the priorities. The budget will also support Well-being and events.
- To publish details of how the budget has been spent

6.Implementation

The Service will:

- 6.1 Provide the training and development required to ensure the achievement of the Service's key Strategic and Operational objectives.
- 6.2 Provide training to meet performance related needs
- 6.3 Publish an annual training plan and deliver a learning and development programme that is evaluated and modified in the light of evaluation comments provided by both staff and line managers.

- 6.4 Consider requests for training opportunities after the start of year appraisals, taking into account Service objectives and an individual's personal development and career progression, and available resources.
- 6.5 Provide a standard application process for CPD.
- 6.6 Ensure that all managers are aware of their role in leading their team, developing the potential of their staff and facilitating access to relevant learning and development.
- 6.7 Support new managers in their role by providing relevant management learning and development.
- 6.8 Provide information to clearly inform staff of learning and development opportunities, including those provided by Westminster City Council (WCC) via the Learning Zone.
- 6.9 Ensure staff maintain their own CPD records on SharePoint

7 Funding

- 7.1 For all staff attending an approved event or course (EB Member approval required), the staff learning and development budget may pay for:
 - Qualifications, including Apprenticeships for existing staff.
 - Course, conference or seminar fees.
 - Staff will normally be given paid time off to attend internal Service learning and development activities, but for external long courses EB member approval for paid time off must be given.
 - EB members may approve paid time off for revising for and sitting examinations.
 - Part time Staff who may be required to attend a learning and development activity at a time when they would not normally be working will be considered for the following: -
 - have their hours of work adjusted in agreement with their manager to enable attendance.
 - arrange alternative courses/dates/methods.
 - be considered for payment for any additional hours at the appropriate rate.
 - Tutors will be paid for training as per current contract
- 7.2 Staff who have received funding for a learning and development programme will be required to complete a repayment of professional training fees form. This will mean the repayment of funding if the staff member leaves within two years of the training. This does not apply to training that the service considers essential for compliance or service delivery.

8. Associated Documentation/Linked Policies/Procedures

- Awarding Organisation Regulations/Exams Information Manuals.
- WAES awarding organisation specific documentation is available in SharePoint.
- Exams Policy and Procedures.

9. Access to the Policy

- The policy will be published on the WAES SharePoint Home Site under “Documents...WAES Policies” and in Staff Development tile.

10. Monitoring and Review

The Head of Resources will review this document annually. The operation and effectiveness of this policy will be monitored and evaluated through:

- Annual evaluation reports to the Executive Board of the Service
- Sampling of appraisal records
- Analysis of feedback from Staff Development events
- Maintaining a central record of whole Service learning and development activity/CPD taken by individual members of staff
- Analysis of OTLAs
- Number of staff being promoted and award step ups

Appendix 1

The WAES Annual Training Plan 2021-2022

Priority 1 - Mandatory Training and Compliance

To include:

- Equality and Diversity
- Safeguarding and Prevent
- Health and Safety
- First Aid and Fire Marshall Training, Refreshers and Updates
- Data Protection and Information Security
- Performance related training identified through the Quality Improvement process
- Minimum of three whole- Service learning and development (INSET) days.
- Induction programme for new staff
- A Newly Appointed Managers Programme
- Training at least once per term (including Updates and Refreshers) for Managers in Staffing/HR issues

Priority 2 - Service objectives

Current service objectives and needs are identified by SMT in the summer term.

2021 - 22 Objectives

1. Leadership and Management.
2. Digital Skills relevant to role and to enhance remote working and on line teaching.
3. Building and developing innovative work practices, including effective remote working
4. Integrating equality, diversity and inclusion in service delivery.
5. Technical and professional training and updates identified at appraisals and required to carry out the role **and** deliver service objectives.
6. Coaching and mentoring skills
7. Upskilling tutors in English, Maths, and Employability.
8. Upskilling Tutors to deliver Digital Skills Qualifications.
9. Training identified from the SAR/QIP.
10. Awarding and regulatory body priorities.
11. Well-being events and promotions to ensure effective and safe working.

Priority 3 - Individual development needs

These will be identified at the start of year appraisals each September.

Appendix 2

Professional Updating

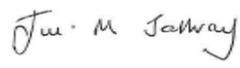
All tutors are expected to keep up to date

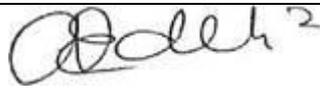
1. By keeping up to date with professional practice by attending training sessions delivered in house and also externally with End Point Assessment Organisations, ETF, HOLEX and other providers according to their individual needs or business needs.
2. After 2 years out of the industry sector, to spend one week on professional updating in the relevant industry in order to ensure that specific sectorial expertise, skills, knowledge and performance is current
3. Depending on the expectations of the relevant professional body, tutors must log the relevant numbers of hours CPD

Equality Impact Assessment / Safeguarding Considerations

Westminster Adult Education Service is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010.

Name of Policy/Procedure	Staff Learning and Development Policy
<p>1 If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5.</p>	
<p>2 In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</p>	<p>Disproportionate permissions for and attendance at CPD for particular groups of staff. Requests for and uptake of CPD opportunities are monitored and reported upon by the HR team in respect of the staff population demographic.</p>
<p>3 In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future that will further advance equality?</p>	<p>The appraisal process is used by line managers to discuss training opportunities and progression with staff. Case studies of staff progressing through the organisation aim to showcase representation across the different groups.</p>
<p>4 What evidence supports your judgement e.g. Observations, Consultations, expert opinions, quantitative or qualitative surveys. If the evidence is in the form of additional documentation where is this stored?</p>	<p>HR monitoring reports. Central Records.</p>
<p>5 Has this function taken into account and cross-referenced where appropriate to Safeguarding policy and procedures? Give Details.</p>	<p>Records of training and feedback are kept confidentially by the HR team. Staff attend and are reminded of eSafety in relation to online training events.</p>

POLICY OWNER Signed: Jill Jaffray Date: 8 July 2021	

Signed by Principal/Head of Service Signed: Arinola Edeh Date: 8 July 2021	
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Version Control Information

Version	Date	Revision Author	Summary of Changes
2	10/11/2021	Sharon Whitehouse	Inclusion reference to Apprentices and sector specific professional updates.