

**TREVI GLAS COMMUNITY COLLEGE****SUPPORT STAFF – DEVELOPMENT POLICY****Introduction**

The college recognises that staff should be fairly rewarded for the commitment given by employees in developing work related knowledge and skills. However, all training and development must be carefully planned and managed in an environment of increasingly stringent budgets and the need to achieve best value.

Every employee is expected to participate in an annual formal review of performance (see Staff Review and Development Policy) with their Manager during which training and development requirements will be discussed. This Development Policy supports the Staff Review and Development process where meetings between employee and Manager must be conducted within an environment of mutual respect and should be a source of employee motivation.

**Benefits of a formal Development Policy**

The implementation of a Development Policy will enable the college to:

- Have controlled investment in the development of staff
- Enable staff to formally accept their personal commitment to training
- Maximise job satisfaction, improve retention, promote teamwork and encourage motivation of staff in recognition of the investment being made by the college in their development
- Assist Managers, at all levels, in human resource and succession planning
- Ensure training and development is matched to the college's objectives and improvement plan

**Responsibilities of the College as the Employer**

Have an overall responsibility for supporting staff training and development in line with college objectives, plans and requirements.

Provide training and support to staff at all levels.

Ensure that appropriate training/learning needs are met in a cost effective manner and look for best value both in the short and long term.

Match training and development to the career progression opportunities of staff and ensure the college budget can sustain the potential increase in salaries.

**Procedure**

Training may be identified within individual Staff Review and Development interviews. These will be carried out on an annual basis for all current members of staff and new employees will be appraised six months from appointment and thereafter on an annual basis. Training requirements may also be identified at any other time throughout the year as needs come to the fore. These should be discussed between the manager and employee.

The outcomes in terms of personal development/training needs and importance will be acted upon accordingly by the relevant Manager and, where necessary, passed to the Director of Business & Finance for processing.

Training costs and budgetary impacts will be presented to the college Senior Leadership Team for consideration prior to submission to the governing body for discussion and approval. Approved training will be costed into the college annual budget.

Staff will be informed by their line manager when training has been authorised.

The college cannot commit to offer high-cost training to multiple staff e.g. Effective Learning Assistants, in a single year. All training will need to be assessed alongside the needs, objectives and budgetary constraints of the college. Other than in exceptional circumstances a maximum of one member of staff will be supported through Higher Level Teaching Assistant training each academic year.

Staff have right of appeal should a request for training be turned down. The appeal must be made in writing giving evidence supporting the training.

### **Employee Responsibility**

All staff have a responsibility to promote their own training and development by full participation in the Staff Review and Development process.

Employees must continually evaluate their skills/knowledge and take proactive action in applying for training and development opportunities that meet both the college and individual's objectives.

Staff must acknowledge the financial commitment made by the college in supporting training and development that result in high level/professional qualifications. However, the college will not directly fund external accreditation outside the college training and development programme.

### **Summary**

The College recognise that staff are the most valuable resource and their training and development is an essential investment in the future of the college. However, training has to be provided via a managed and costed approach.

In response to the commitment towards training and development staff should accept the opportunities provided in a positive and professional manner. This should lead to successful results, high levels of motivation, job satisfaction and improved opportunities for career progression.