

## Staff Learning and Development Strategy and Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



University of the  
Highlands and Islands  
West Highland College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

## Staff Learning and Development Strategy and Policy

ELT manager	Assistant Principal, Quality, Learning and Teaching
Responsible officer	Assistant Principal, Quality, Learning and Teaching
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Reviewer	Date	Review Action/Impact	BoM
FG with AW & TM	10/05/2017	<b>Strategy</b> - minor changes and the inclusion of “acquire skills and competency in using emerging digital technologies”	June 2017
FG with AW, LG & TM	25/05/2017	<b>Policy</b> - complete overhaul. The detail is now included in procedures, guides and in induction and probation processes.	June 2017

## Staff Learning and Development Strategy

Motivated staff will deliver a high quality service across the college, which will ensure continuing success in

*...delivering leadership and excellence in learning, training and support for all*

(WHC Strategic Plan 2017-2021)

This strategy and supporting policy sets out to encourage and empower all staff to continuously extend their knowledge, skills and capability.

The aim is to develop competence, confidence, resilience and professional expertise in our staff, recognise efforts made and raise standards across the college. This strategy fully supports our Strategic Plan to 'support all staff in professional development so they can effectively contribute to college goals and the delivery of excellent learning & research' and our People Strategy.

At West Highland College UHI, continuing professional development (CPD) will be a central and established practice that will support the enhancement and on-going development of a culture for learning. A culture where:

- learning and excellent practice is recognised, promoted and shared
- challenge is relished and embraced
- self-evaluation and critical reflection is embedded in practice

The college will optimise opportunities for professional development to:

- develop individual staff capacity and ability to carry out their jobs effectively and to a high standard
- continuously extend knowledge and research, and enhance skills to improve the quality of learning and teaching and support services
- support the development and refresh of pedagogies to support the delivery of Excellence for All
- acquire skills and competency in using emerging digital technologies

Staff will enhance their commitment to Excellence for All by embracing and promoting a culture for lifelong learning. Staff will:

- ensure they develop and sustain competencies through reflective practice and CPD
- embrace personal development plans
- take responsibility for their own learning
- engage in research-informed practice

West Highland College UHI will align staff development priorities to the aspirations of the University of the Highlands and Islands (UHI) and the Learning and Teaching Academy.

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# Staff Learning and Development Policy

## 1. Purpose

This policy will support the college in achieving its vision to be the education provider of choice, delivering leadership and excellence in learning, training and support for all students, businesses and rural communities.

This policy will assist the college in achieving strategic and operational targets and in improving the quality of the student and customer experience at West Highland College UHI. This policy will help to:

- achieve Excellence for All
- achieve the strategic aims of the college
- enable career progression
- ensure compliance with legislative and mandatory requirements
- ensure that staff are supported with appropriate learning and development where required
- deliver the outcomes of the college People Strategy

The college is committed to creating and maintaining a competent and confident workforce and aims to:

- improve performance standards in learning and teaching, workplace productivity and output and career development resulting in staff satisfaction and commitment.
- encourage and enable all staff to embrace a culture for learning and development
- improve staff capacity and professional profile
- increase expertise within the college.

## 2. Scope

This policy applies to all college employees of West Highland College UHI.

This policy covers all aspects of continuing professional development (CPD), compliance training and training undertaken during the induction and probation process, scholarly activity and other development as agreed. This policy uses the term 'CPD' throughout the document to cover all aspects of learning and development activity as mentioned above.

This policy covers all college statutory duty requirements in the training of staff. All compliance training and mandatory CPD is outlined within process documentation (see Appendix 1). This list is not exhaustive and will be amended periodically to ensure compliance with legislation, other policies and other priorities.

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### 3. Policy

The college will provide access to relevant qualifications, a wide range of job specific training and CPD. The provision of advice and support will be available to staff to encourage uptake of CPD opportunities. A dedicated staff learning and development team will centrally coordinate, monitor and review CPD in liaison with line managers.

There will be no restrictions applied based on age, gender, gender reassignment, disability, race and/or ethnic background, sexual orientation, religion or belief, pregnancy and maternity, marriage and civil partnership. Where necessary, reasonable adjustments may be considered to support staff. Staff can seek guidance from the Human Resources (HR) team.

The college will maintain processes that will ensure there are CPD opportunities for all staff. All staff will engage with procedures and complete all relevant paperwork so that the allocation of CPD funding is aligned to priorities and is proportionally distributed where possible.

The college will arrange an appropriately tailored induction and probation process for all new and returning staff. Induction and probation processes are set out in the [Staff Probation and Appointment Support Procedure and Process](#)

The intention of this policy is to encourage and integrate learning activity and reflective practice throughout the year. Therefore, as a benchmark all staff will commit to completing a minimum of 30 hours of CPD activity (pro rata for part time staff) each academic year. See Appendix 2

#### Annual College Priorities

The College Management Group will review and agree CPD priorities and all mandatory training requirements each year. The Staff Learning and Development team will communicate priorities through internal college groups and committees and will update any guides and procedure documentation.

#### Approval and Allocation of Staff Learning and Development Funding

Individuals and Managers will ensure applications for CPD are completed and returned for approval.

An approval panel consisting of a minimum of four staff will review and agree applications in accordance to priorities.

The panel will consist of at least one member from Staff Learning and Development, one manager from the College Management Group, at least one support member of staff and one teaching member of staff.

There will be at least three panel reviews in each academic year. The panel review officer will report review outcomes back to managers and individuals.

#### Progress Monitoring and Recognition

Managers will receive staff learning and development updates on the progress of all compliance training and other CPD.

Managers will review and acknowledge individual CPD through the performance review process.

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The officer will produce an annual summary of staff achievements and communicate staff achievements through college groups, committees, and internal media channels.

### 4. Responsibilities

Responsibilities are categorised into six groups: individuals, managers, Staff Learning and Development Team, College Management Group, Executive Leadership Team and Board of Management.

#### Individuals

Each individual member of staff will:

- engage fully in the college induction and probation process
- maintain currency of skills and knowledge
- complete all compliance training and other identified mandatory training including relevant teaching qualification as appropriate and within agreed time frame
- actively seek opportunities to enhance their knowledge and skills
- flag up any training requirements which impact on the quality of job output
- identify and apply for their own continuous professional development (CPD)
- undertake all agreed CPD in accordance with the condition of undertaking (COU) form
- ensure that the minimum number of CPD activity hours are undertaken within one academic year and logged in the HR system

Individuals will also take into consideration any CPD requirements that are set out within professional body guidelines, for example:

- Professional associations membership
- Awarding body qualification framework CPD requirements as set out in different subject areas and by different awarding bodies
- National Governing Bodies
- Alpine membership requirements (see Appendix 1 useful links)

Teaching staff will refer to teaching standards (see Appendix 1 useful links)

Managers, HR and the Staff Learning and Development (SLD) team will support in accessing CPD.

#### Managers

All managers will:

- ensure an appropriate and tailored induction (3 months) and probation (6 months) is carried out with all new and returning staff
- ensure all staff complete relevant compliance, mandatory and teaching qualifications within timescale as appropriate
- support the identification of appropriate CPD
- encourage requests and applications for CPD activities
- monitor all agreed development activities are completed in accordance with COU
- ensure learning and development is reviewed

All managers will also support and encourage individuals to develop their ability to become reflective practitioners.

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### Staff Learning and Development Team

The staff learning and development team will

- support individuals and managers in staff using learning and development processes
- facilitate the coordination of learning and development events
- administer and monitor the learning and development budget

The staff learning and development officer will oversee staff CPD applications and ensure that the process to award funding for CPD is fair and consistent.

### College Management Group

The College Management Group (CMG) will

- agree annual priorities, including mandatory CPD
- endorse the Annual Learning and Development Plan
- recommend strategic priorities to the Executive Leadership Team

### Executive Leadership Team

Executive Leadership Team (ELT) will

- agree the annual learning and development budget
- agree strategic priorities

### Board of Management

The Board of Management will have the strategic overview of staff learning and development.

## 5. Links to Relevant Policies and Strategies

All relevant policies, strategies and guidance will be contained within Appendix 1. This will ensure that the list is up-to-date with changes and relevant additions each year. The college will communicate any such changes to all staff.

## 6. Policy Review

This policy will be reviewed every five years or sooner as required.

### Definitions

Mandatory Training	Training that you must do, this type of training is compulsory.
continuing professional development (CPD)	Keeping your skills and knowledge current,

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### Appendix 1

#### Useful Links to other college strategies, policies and frameworks

[Alpine Framework](#)

[Assessment and Verification Policies](#)

[Equalities and Diversity Policy](#)

[Excellence for All](#)

People Strategy (link to follow)

[Performance Management Policy and Procedure](#)

Professional GTC standards and CPD requirements – <http://www.gtcs.org.uk/professional-update/professional-update.aspx>

[Professional Standards Framework for teaching & supporting learning in higher education](#)

[Professional Standards of Teachers Scotland](#) -

SQA and other Awarding Body criteria regarding CPD and professional up-skilling (appropriate and relevant to the award strategies being taught)

[West Highland College UHI Strategic Plan](#)

#### Staff Learning and Development Processes

[Mandatory Training Guide](#)

[Staff Learning and Development Funding Application](#)

### Appendix 2

2-page list of examples of CPD