



POLICY	Staff Learning and Development Policy
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History of amendments

Date	Version/Pages/Sections affected	Summary of changes

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1. Policy Statement

- 1.1 Ayrshire College is committed to the development of all staff and recognises that personal and professional development is key to the continued success of the College. This policy is designed to inspire success through strong and effective leadership, personal and professional development and the empowerment of individual members of staff and teams. All staff members will have equal treatment in matters relating to learning and development regardless of age, ethnicity, gender, marital status, disability, sexual orientation, religion & belief.

2. Equality Statement

- 2.1 The College is committed to advancing and promoting equality and diversity in all of its activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity and respect.

3. Scope

- 3.1 This policy underpins and supports the College Learning and Development Plan and is applicable to all staff in Ayrshire College. The College Personal and Professional Development and Review (PPDR) Process provides the interface through which staff and managers can identify and plan learning and development which will support the strategic and operational aims of the College. The College is committed to exceeding the Sector recommendations of all staff having the opportunity to participate in a minimum of 6 days of Continuing Professional Development (CPD) activity per year.
- 3.2 This Policy underpins and supports the College Learning and Development Plan by:
- a) Providing all newly appointed staff with Induction at Corporate and Local levels.
 - b) Providing an annual and 6 monthly personal and professional development review meeting at which all staff have the opportunity to discuss their learning and development needs with their supervisor/manager, monitor progress and prepare a personal development plan.

- c) Providing access to mandatory, statutory and job related learning and development identified through the personal and professional development and review process.
- d) Supporting staff to achieve the necessary and appropriate job related qualifications within a reasonable timescale.
- e) Enabling curriculum staff to achieve the TQ(FE) within a time scale which is both reasonable and practicable – a 5 year timescale is considered appropriate.
- f) Providing opportunities to enable staff to attend both internal and external CPD activities.
- g) Having in place appropriate evaluative tools to assess the impact of all learning and development activity.

4. Support Available for Learning and Development

- 4.1 The College Personal and Professional Development and Review process is the mechanism through which staff learning and development is discussed and agreed in principle.
- 4.2 To encourage staff to engage proactively in Continuing Professional Development (CPD) the College supports a number of learning and development pathways:

4.2.1 Mandatory and Statutory Training

- 4.2.1.a The College has a duty to ensure that all staff have the opportunity to complete mandatory and statutory training which is relevant to their role. The College delivers this training in a range of formats including in-house, e-learning and external facilitation.
- 4.2.1.b The costs for the College's provision of mandatory and statutory training will be met from the Staff Learning and Development budget.

4.2.2 Corporate CPD

4.2.2.a The College offers innovative programmes of staff development during the CPD events which take place at least twice each year. All staff are required to participate in these events. Tailored CPD programmes are also delivered internally outwith those periods and staff are encouraged to arrange for their participation through their line manager.

4.2.2.b The College also offers a range of e-learning CPD programmes and staff will complete the modules relevant to their roles within the timescales set out in conjunction with the College Personal and Professional Development and Review process and their line manager.

4.2.2.c The costs for the College's provision of corporate CPD will be met from the Staff Learning and Development Budget.

4.2.3 Role Specific Continuing Professional Development

4.2.3.a The College's workforce comprises a wide range of staff within a number of professional groups and specialisms. It is difficult to capture all of the learning and development or CPD activity that the range of professions requires however, the College will offer support through the following mechanisms:

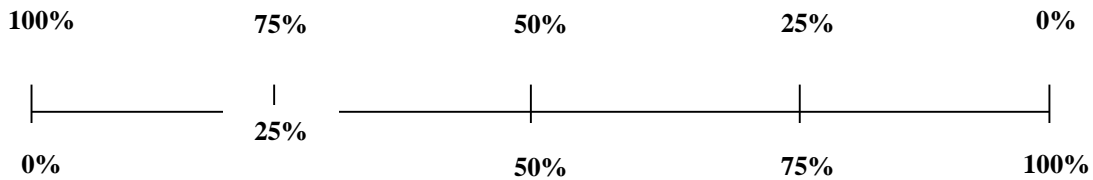
- **Conferences/Seminars/Community of Practice:** Where the member of staff and line manager agree that attendance at conferences, community of practice events and professional seminars is required for CPD purposes then the costs for course fees will be met through the Staff Learning and Development budget.
- **Job Skills Development:** Where the College deems it essential for a member of staff to undertake a programme of development or study as a result of their role in the College, for example the Teaching Qualification in Further Education, then the total cost of participation will be met by the College.

4.6 Financial Assistance

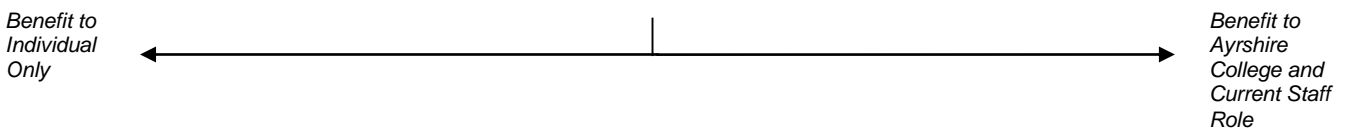
4.6.1 If the development is work related, but not required as an essential element of the member of staff’s role, the financial assistance offered will be determined through considering the balance of benefit to the College, the role that the member of staff currently undertakes and the benefit to the individual. The diagram below details the contribution elements.

4.6.2 Individual contributions by the member of staff will be made through monthly deductions from their salary, concurrently with the study period. A Learning Agreement would be signed for this purpose and only in exceptional circumstances would payment be accepted beyond the end of the study period.

Individual Contribution (%)



Ayrshire College Contribution (%)



4.6.3 In all cases, time away from normal day-to-day duties and/or financial assistance must be applied for in advance of staff commencing learning and development activities.

4.6.4 Travel in order to attend external learning and development activities will be regarded as being for business purposes. Where possible, staff members are encouraged to travel in groups and not independently. The costs associated with travel will be met

through the College's Policy on Travel and Subsistence. Any requirement for overnight accommodation in order to attend training and development activities will also be met through the terms of the Travel and Subsistence Policy.

4.6.5 Where the development programme receives no financial contribution from the College then travel and subsistence expenses would not be met by the College.

4.6.6 Where participation on a programme of CPD would require the member of staff regularly attending workshops, seminars or lectures and where backfill arrangements would be necessary to facilitate this, then the member of staff, through their line manager must secure prior approval from the Senior Management Team.

4.6.7 100% financial support will normally be offered to staff under the age of 18 to encourage this staff group to continue their learning and development.

4.7 Additional Support Requirements

4.7.1 Where it is identified, through appropriate assessment, that a member of staff has specific additional support needs, the College will make relevant reasonable adjustments, for example, the provision of assistive technologies.

5. Application for Learning and Development Activities

5.1 Prior to attending any learning and development activity which requires absence from normal day-to-day duties and/or financial assistance the relevant application for learning and development must be completed. The Continuing Professional Development Application Form is attached in Appendix 1 and can also be accessed through the Staff Intranet ([click here](#))

6. Responsibilities

6.1 All staff are encouraged to be responsible for their own learning and development and, as such, a high degree of commitment is expected from staff when undertaking a learning and development activity. Individual staff members are encouraged to be responsible in identifying and planning for learning and development through the PPDR process in conjunction with their Line Manager.

6.2 The following responsibilities apply to all staff who participate in learning and development activities:

- Duty to complete all statutory and mandatory training
- Attend the learning and development activity and participate fully.
- Where the learning and development activity is a formal programme, for example an HND course, every attempt should be made to attend evening classes.
- Utilise Ayrshire College Learning Resource Centres and local general libraries where possible to borrow any textbooks required for the learning and development activity.
- Share relevant information/knowledge which is of value to others.
- Participate fully in the evaluation of any learning and development activity
- Complete any required examinations and make satisfactory progress.
- Maintain a record of all CPD undertaken. The MyCPD facility, hosted by College Development Network, is the recommended tool for this. MyCPD can be accessed using the following link: <http://events.scotlandcolleges.ac.uk/mycpd>
- Provide Human Resources with copies of certificates to be retained in personal file

7. Satisfactory Progress

7.1 In most cases, staff will not be granted additional funding, study leave or expenses for a repeat year or to re-sit examinations. Staff who do not complete a course may be required to reimburse the full costs incurred by the College. Where the programme is mandatory for a member of staff to perform their role then additional support will be made available. In the event that the member of staff is unable to complete the programme following additional support the matter may be managed through the staff

Capability Policy where considered necessary and appropriate, and following advice from the Staff Learning and Development Manager.

8. Repayment of Financial Support on Leaving Ayrshire College

8.1 If a member of staff leaves Ayrshire College for a post outwith the Further Education sector within two years of completing a course of study for which financial support was granted, the College reserves the right to recover all or part of the expenses granted. The amount to be repaid will be on a proportional basis relative to the time elapsed since the end of the course: e.g.

- on leaving Ayrshire College employment up to 12 months following completion of the course the member of staff would be required to repay 100% of the total cost,
- on leaving Ayrshire College employment between 12 and 24 months (inclusive) following completion of the course the member of staff would be required to repay 50% of the total cost.

8.2 The College will recoup all costs from the member of staff's final salary payment. Where this is not possible, the member of staff will be invoiced for the amount owed.

9. Evaluation

9.1 All learning and development activities will be evaluated to determine the level of impact of the development on the member of staff and the College, and whether the investment in the learning activity has been beneficial on an individual and organisational basis. This evaluation will be important to ascertain whether the College is equipped to meet strategic and operational goals. The forms of evaluation will include a range of techniques including surveys, focus groups and the College Personal and Professional Development and Review process.

9.2 All staff have a personal responsibility for evaluating the impact that their learning and development has had on their knowledge and skills. Line Managers have a responsibility for ensuring that full and proper evaluation of all learning and development activities are discussed and considered as appropriate with their staff. Line Managers are required to engage with members of staff prior to, during and

following any learning and development activity. Learning and Development activities should be discussed as a matter of course at all Personal and Professional Development and Review meetings. All successes and achievements should be acknowledged and any issues which impact on progress should be noted and resolved.

10. Grievances

- 10.1 Wherever possible, issues of disagreement should be resolved through discussion between the member of staff and his/her Line Manager. Advice and guidance may also be sought from the Human Resources Team.

11. Monitoring and Review

- 11.1 Ayrshire College will review this policy every 2 years or sooner if necessary to reflect the requirements and statutory obligations of the College.

12. POLICY AGREEMENT

- 12.1 This policy has been agreed in accordance with the College's procedures for negotiation and consultation.

Appendix 1 – Continuing Professional Development Application Form



CONTINUING PROFESSIONAL DEVELOPMENT APPLICATION FORM

SECTION 1	
Name:	
Job Title:	
Department:	

SECTION 2	
Event/Course Title:	
Organising Body/Supplier:	
Reason for Preferred Organising Body/Supplier:	
Event/course booking to be made by: *Staff member / Staff Learning team	
Location:	
Date(s) and CPD hours:	

SECTION 3	
Course Fee: <i>Please attach details of course with costs if possible. If under £5,000 including VAT, 1 Quote must be provided. If in excess of £5,000 including VAT, 3 Quotes must be provided.</i>	
<i>If you should be unable to attend this event, please notify the Organising Body/Supplier as soon as possible to avoid full payment of the invoice or cancellation fees.</i>	

SECTION 4
Please give a brief statement on the benefits to you, your Team and the College to be gained from your attendance at this event and also how you will ensure that the learning from this event is shared amongst your team members.

SECTION 4
Please note any additional support requirements which may be required (e.g. format of materials, assistive technologies):

SECTION 5

Signature of Applicant:		Date:	
Line Manager:		Date:	
Director:		Date:	
Received by: Staff Learning & Development Manager/Officer		Date:	
Authorised forms should be forward to Staff Learning & Development team - Mhairi Boyd mhairi.boyd@ayrshire.ac.uk or Shaaron Boyle, shaaron.boyle@ayrshire.ac.uk			

Updated 26/8/14

*Please delete as appropriate