

Alt Valley Community Trust

Professional Development Policy

Introduction

The most significant resource in ensuring success for our learners/apprentices is the staff team. Professional development encompasses all of the activities that staff undertakes to raise their performance. This includes external courses, internal courses, opportunities for curriculum development work and new responsibilities.

Alt Valley Community Trust is committed to educational development and this will impose a need for a continuous Professional Development (CPD) programme. We take seriously our obligation to secure the Professional Development of staff and to encourage career development. Professional development may include study for further professional qualifications; attendance at events arranged by external providers and can be gained from work-based expertise through mentoring, coaching, Observations of Teaching and Learning, standardisation and quality reviews.

Definition

The Professional Development programme is integrated with Improvement Planning, Performance Management and Work Scrutiny. The Professional Development has four aspects:

- Induction for new staff
- Training for the job
- Keeping CPD up to date
- Professional development for career progression

Scope

This policy includes both employed and associate (non-employed) team members at AVCT. Professional Development is linked to clearly definable outcomes through targets arising from Performance Management, Improvement Planning and Work Scrutiny. Where possible professional development activities will be accredited. Lesley Baugh, Head of Education allocates a budget to support the Professional Development programme. The negotiated delegation of responsibilities represents an important opportunity for the professional development of staff. Where appropriate, professional development will be delivered internally and draw upon the expertise of the staff team. However, AVCT understands the importance of face to face external training as an invaluable method of quality and legislation requirements.

Professional Development are identified and monitored through the following process:

- Improvement Planning including SAR/QIP, OTLA process
- Performance Management
- The individual member of staff identifying a training need
- Work Scrutiny

If during the course of an academic year a member of staff intends to leave, his/her resignation will render any professional development assigned to that individual to be cancelled or delegated to another member of the team. This is to ensure that the benefits gained from such training are embedded within the relevant areas of AVCTs education and training delivery and may be eligible for financial support under the discretion of the Managing Director.

How we do this?

- Members of staff demonstrate their commitment to developing their competence through CPD
- Development is continuous in the sense that staff members actively seek to improve their knowledge, skills and performance
- Regular investment of time and learning is seen as an essential part of professional life, not as an optional extra
- Staff members show an active interest in the internal and external environment and in the continuous development and improvement of self and others at both organisation and individual levels
- Learning objectives should be clear and serve individual and ideally, learners/apprentices and organisational needs
- The starting point is a realistic assessment of what needs to be learnt in order to meet the demands of the ever-changing professional and business worlds
- Development is owned and managed by the individual, learning from all experiences, combined with reflection as key activities
- Working effectively and inclusively with colleagues, stakeholders, industry, teams and individuals both within and outside of the organisation

Monitoring of Professional development by Management

Professional Development days during each academic year will be used to achieve the Professional Development Plan as outlined in staff Appraisals.

The Performance Management Policy provides a comprehensive guide to how professional development is monitored. This includes all staff submitting their updated CPD logs including sector expertise for teaching, learning and assessment (occupational competence) progress and impact on a bi-monthly basis, monitoring during supervision meetings (1 to 1 s) with staff, interim Appraisal review, annual appraisal during annual Self-assessment, monthly review of quality improvement planning, mandatory training requirements within the single central register. Team and individual performance indicators are included which also links to the IAG Policy.

Professional development- staff responsibilities

It is the responsibility of all staff to plan and manage their own career development outside of the selected mandatory training for teaching learning and assessment, safeguarding and prevent, equality and diversity, mental health awareness, health and safety, management information systems, GDPR and updating necessary training regarding OFSTED and ESFA and Awarding Body guidance. AVCT will commit to funding this type of training in line with legislative guidance.

Staffs have an opportunity through our appraisal processes to discuss their career development and identify areas that they wish to be professionally developed in. Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken. A continuing professional development plan (CPD) has been provided to all staff as a place to keep this record and their Curriculum Vitae as it develops. This is updated on the staff initial pen portrait which is completed during the induction process and updated as additional skills and training is accumulated.

Each year all staff is involved in the Self- Assessment and Quality Improvement Planning process and Performance Management. With the support of their Line Managers they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for. When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target. When attending an external PD course staff is expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to the Managing Director soon after the course completion. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Managing Director, responsible for PD prior to the course.

Line Managers Responsibility

All line managers are responsible for:

- Assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Appraisals
- Ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- Monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- evaluating the effectiveness of PD in supporting Improvement Targets
- Supporting the staff responsible for PD in organising PD activities relating to their area of responsibility, including those that take place during Development Days

In addition to the PD responsibilities of Line Managers, Debbie Stewart, Deputy Head of Education and IQA. Lesley Baugh, Head of Education will:

- monitor the PD Plan for those subjects and areas
- ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan
- ensure prioritising for PD to ensure that the PD budget is applied to the greatest effect

Associated Policies

Performance Management Policy
Quality Framework and Standards
Observation of Performance policy
Appraisal policy