

<b>Document Name and Version</b>	<b>8.5 Staff Development Policy</b>
<b>Policy Number</b>	8.5
<b>Policies that Interact with Policy 8.5</b>	Policy 8.1 Quality Assurance of Teaching Staff
<b>Approval Body</b>	Academic Council and Board
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	

## **1. Preamble.**

1.1. IICP College is committed to assisting Teaching and Teaching Support Staff to develop their knowledge, skills and competence. This Staff Development policy identifies the contribution of the College to such development.

## **2. Scope.**

2.1. This policy applies to all Teaching and Teaching Support Staff on IICP College's undergraduate, postgraduate and Continuous Professional Development Programmes.

2.2. In order to enhance the quality of IICP College's Teaching and Learning, supports are available to all Teaching and Teaching Support Staff (henceforth called "staff") and advanced levels of support are available to Core Teaching and Teaching Support Staff (henceforth called "Core Staff").

## **3. Policy (Core Staff).**

3.1. Development and training needs are analysed on a regular basis. For Core Staff the usual methods of identifying development and training needs include Staff Development Dialogues and Induction procedures. Programme monitoring processes assist with identifying the development and training needs of all staff.

3.2. Staff Development addresses helping people meet challenges, create change and ensure the success of the organisation in the future. Staff Training addresses immediate needs of role or organisation.

3.3. Usually Staff Development and Training needs are addressed internally through on-the-job training, written instructions, line management, supervision and training arranged by the College for all or specific staff.

3.4. Training provision is prioritised by the College according to identified needs and its contribution to the College's strategic objectives. IICP College facilitates trainers to achieve adequate training to do their job safely and competently.

- 3.5. Staff may be required to undergo internal training that is identified as necessary in order to ensure the safety and standards of IICP College.
- 3.6. In order to facilitate development and training, IICP College may provide financial assistance to teaching and teaching support staff to undertake further studies in an IICP College programme (Including Core Programmes and Continuous Professional Development programmes), where the programme contributes to their role.
- 3.7. IICP College from time to time sets that level of financial assistance available to different staff roles undertaking an IICP College Programme.
- 3.8. Staff can apply to IICP College for funding to undertake further studies in IICP College programmes. Applications should be made on the Training Request Form. At the discretion of the College, staff may be required to undertake a Training Costs Agreement which sets out the learner's undertaking when accepting financial assistance from the College on an internal training programme.
- 3.8.1. The Training Costs Agreement is a genuine attempt by the College to assess its loss as a result of the cessation of the employee in the course or the termination of employment, taking into account the derived benefit to the College. This Agreement is not intended to act as a penalty on the staff member upon termination of his/her agreement.
- 3.9. Under exceptional circumstances, where no internal equivalent is available and where specific training or development activities are required in order to ensure the safety and competency of a particular role, then IICP College may provide financial assistance for external events. Some examples include Health and Safety training for Health and Safety officers, or Data Protection training for specified staff during periods of legislative change.
- 3.10. The line manager will facilitate the staff member to identify necessary training, and to identify mechanisms for transfer of the knowledge/skills learned in training to the workplace.

#### **4. Procedure.**

4.1. Senior members of staff work with the staff they manage to develop a planned learning approach, in particular to identify training needs and appropriate training interventions.

4.1.1. For Core Staff this occurs, principally, through Induction and Staff Development Dialogues.

4.1.2. Organisational training needs, as well as staff development and training needs, are identified primarily through programme monitoring mechanisms.

4.2. Where IICP College programmes are being considered then a staff member may apply directly to their line manager for a place on a specific course usually by completing a Training Request Form. Such forms may not be required for short courses but are usually required for credit bearing programmes or for CPD programmes of longer than 5 days duration.

4.2.1. A response will be provided indicating whether or not a place on a course has been approved in principle. It should be noted that approval of training requests is at the discretion of the College. Decision-making will take into account matters such as the costs involved, the availability of programmes and the relevance to the staff member's role.

4.2.2. Where granted the level of financial support shall be made available according to the staff member's Benefit Grid.

4.2.3. Staff members will be advised whether a Training Agreement form is required. Such agreements may not be required for short courses but are usually required for credit bearing programmes or for CPD programmes of longer than 5 days duration.

4.2.4. A Training Agreement sets out the learner's undertaking when accepting financial assistance from the College.

**5. Supporting Documentation.**

5.1. TRAINING REQUEST FORM: IICP College Programme

TO BE COMPLETED BY THE STAFF MEMBER:

Date:
Name:
Name of Programme:
Programme Date(s) / Time(s):
Location:
Describe how this is directly related to your job:
Does this programme entail taking time off from one's scheduled work? If so, please list the time and dates:
Employee Signature:
Date:
TO BE COMPLETED BY SUPERVISOR AND/OR MANAGER
Employee eligible: Yes or No
Training Costs Agreement required? Yes or No

Manager Signature: \_\_\_\_\_

Date \_\_\_\_\_

TO BE COMPLETED BY DIRECTOR AND/OR DESIGNEE

Approved (Yes or no) \_\_\_\_\_

**TRAINING COSTS AGREEMENT**

In consideration of IICP College contributing to the costs of the Course which are set out in the appendix to this Agreement (“the Costs”), I undertake to reimburse the College in full the Costs if:

- (i) I voluntarily withdraw from or terminate the Course early without the College’s prior written consent;
- (ii) I am dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
- (iii) I resign from the employment of the Employer either prior to completion of the Course or within twelve months after the end of the course, except that in the latter case, the amount which would otherwise be due to the Employer shall be reduced by **1/12<sup>th</sup>** part for each complete calendar month after the end of the Course during which the Employee remains employed by the Employer.

3. The amount due to the College under the terms of this Agreement is a genuine attempt by the College to assess its loss as a result of the cessation of the employee in the course or the termination of the Employee’s employment, taking into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her agreement.

SIGNED:

..... (name of employee)

..... (name of Manager) for and on behalf of IICP College.

NB. This Agreement must be signed by both parties prior to the commencement of the Course.

**SCHEDULE OF COSTS**

*(Insert details of the costs to be incurred by IICP College in relation to the Course e.g. the Course fees, the costs of books or other materials, any other expenses paid in connection with the Course).*

Course Fees: -

Cost of books/materials (if applicable): -

Any other expenses: -