

Finchale Group
It's all positive

Professional Development Policy

PROFESSIONAL DEVELOPMENT POLICY



Staff Professional Development Policy

Contents Page

Statement	3
Definitions	3
Purpose	3
AIMS	4
CPD	4
Learning & Development and Induction	4
Identifying & Assessing Learners Needs	5
Requirements	5
Recording Monitoring & Evaluation	5
Learning Review & Reports	5
Annual Learning Plan & Budget	6
Policy Review	6

Staff Professional Development Policy

Statement

Finchale Training College aims to support individuals be the best they possibly can and will aim to achieve this by supporting staff through professional development and learning.

All employees are entitled to equal opportunities in all aspects of their development, and: -

- an induction into their job, their team and the organisation,
- explanation of the direction and the objectives of the organisation,
- clear and measurable objectives for their performance at work,
- regular and consistent 1:1 sessions,
- a yearly review of their performance,
- a manager who is committed to staff development,
- support to access learning, development, and career progression

Finchale Training College aims to attract and recruit the best people to delivers excellence, and have a staffing structure that supports the achievement of The Finchale Training College strategic aims.

Definitions

Professional Development is the process of improving and increasing capabilities of staff through access to education and training opportunities in the workplace; through outside organisations, or through observation of others performing the job. Professional Development helps build and maintain morale of staff members, improve standards and quality of the work performed, and is thought to attract higher quality staff to an organisation. It is also called “staff development”.

Continuing Professional Development (CPD) is a combination of approaches, ideas and techniques that will help you manage your own learning and growth.

Purpose

This policy sets out how Finchale Training College will manage learning and development in a consistent and fair manner. Finchale Training College believes that staff development and learning should be an integral part of the organisation’s strategic planning, enabling staff to perform their individual jobs effectively and, in doing so, ensure that the organisation achieves its aims and objectives.

The Professional Development Policy responds to the changes and demands within the professions. It will evolve in response to the changing needs of the staff and aims to continually improve, update, and extend behaviours, skills, and knowledge of staff.

The policy endeavours to increase job satisfaction, to aid career development and to support The Finchale Training College in operating more effectively.

Aims

The central aim is to provide an environment where continuous development can take place and where staff are supported and enabled to meet the changing demands and priorities of The Finchale Training Group and service users.

To achieve this aim, learning and development needs will be regularly reviewed, and working closely with their line manager, staff will be encouraged to play an active part in identifying their individual learning needs, selecting appropriate learning methods and in assessing the outcomes and effectiveness of their learning.

CPD

CPD is continual from Induction and throughout the length of employment with Finchale Training College, as a part of the organisations' commitment to support the continuing of staff professional development which provides employees a clear path to success within their current role and progression to future ones.

CPD essentially ensures that staff continue to be proficient and competent in their profession while also furnishing staff with essential skills that could help them progress with their career.

Finchale Training College will provide training and learning internally and where necessary, outsource specialist support.

Learning & Development and Induction

Line Managers will ensure all newly appointed staff undergo an induction process and coaching, if appropriate, in work processes and tasks expected of them. As a part of their induction, they will receive an introduction to The Finchale Training College mission, goals and targets, organisation structure, funding, the organisations equal opportunities policy and the roles and responsibilities of staff members. An induction programme helps new staff to familiarise themselves with the organisation, get to know others and to become more quickly at ease in a new work environment.

Finchale Training College believes that learning and development should be an ongoing process for all staff. All learning, and development activities have clearly stated learning objectives and the primary objective of those activities within Finchale Training College. Options for learning and development may include

- On the job learning / learning from others in the organisation
- Internal workshops / learning for groups or teams
- Self-paced learning / open learning books, videos

- Off-job courses run by Finchale Group or other providers
- Secondments and placements / visits to other organisations
- Study tours - especially partnership with other lead organisations
- Mentoring

Identifying & Assessing Learners Needs

Staff learning needs will be identified with the Line manager during regular 1:1 sessions and the yearly performance development/appraisal process. Collective learning needs may be identified within staff groups or teams and discussed with the appropriate Line manager.

Each Line manager has responsibility for the development of their staff, for assessing their learning and development needs and will work with the individual staff member to identify suitable learning methods.

The HR Manager will ensure that the learning needs of the staff are reviewed annually.

Requirements

All staff members agree to:

- Maintain professional knowledge and competence in their sector area,
- Seek appropriate support if organisational needs require involvement in new areas of activity
- Ensure that they provide a professional, up to date and insightful service
- Upon request will provide evidence of compliance with this policy

Recording Monitoring & Evaluation

The Operations Manager has responsibility for ensuring that a clear procedure is in place for recording, monitoring, and evaluating learning activities. Line managers will ensure that the procedure is followed for each learning activity.

Details of each learning activity will be received on a form that include: a description of the learning; agreed objectives; method of learning; resources needed; evaluation of outcomes. The staff member will complete the learning form with their Line Manager who will also be responsible for ensuring that the learning is monitored and that the outcomes and effectiveness of the learning are fully discussed and recorded.

The form will be kept by the member of staff to provide a clear record of learning for annual review and evaluation.

All staff will be encouraged to keep a record of their own learning in the form of a personal development portfolio.

Learning Review & Reports

Line Managers will provide feedback on staff learning and development activities and will review progress on a regular basis.

The HR Manager will have responsibility for analysing the effectiveness of Finchale Group staff development programmes.

Annual Learning Plan & Budget

The development of an annual learning plan will be initiated by the HR Manager. It will include areas of learning and development specified in The Finchale Training College Strategic plan and learning needs identified by individuals, teams, and staff groups.

A full programme of learning needs will be presented to the Senior Leadership Team at the beginning of the financial year, with a full overview of proposed costs.

Systems are in place to monitor and evaluate any training requests to ensure the best possible use of the funds available for CPD.

Time off for learning, reimbursement of travel costs and payment of membership fees will be at the discretion of the Operations Director. The Finchale Training College will not usually contribute to the costs of textbooks.

The programme may be amended during the year, to take account of new priorities, or in response to newly identified learning needs and/or changes in organisational needs.

Policy Review

This policy will be reviewed on an annual basis, unless an incident, or changes in legislation, determines the need for an earlier review.

Signed:

Neil Johnson, Chief Executive Officer.

Date: