Learning and staff devlopment

Introduction

- The University's Corporate Plan aims 'to provide an outstanding and distinctive intellectual social and physical environment in which research, scholarship and learning may flourish, and all students and staff reach their potential'.

- It is recognised that the success of the University depends on all staff whatever their role having the relevant skills, knowledge and competencies.

- The University recognises that its staff are fundamental to its success. A strategic, professional approach to staff development helps the University to attract and retain high-calibre staff with the skills and competencies necessary to deliver its objectives.

- Staff development refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the University.

- We are committed to providing staff with development opportunities to ensure that individuals and departments are able to contribute fully to the achievement of department and University objectives in the context of the strategic plan.

Scope

- This policy applies to all staff. Formal endorsement of staff development should be given by the Line Manager or Head of Department.

- Staff development embraces all forms of development activity including personal study, e-learning, internal or external courses, workshops, work shadowing and planned experiences. We will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business need.

- Development activities which have no direct relevance to the individual's role or objectives of the University are not within the remit of this policy.

Aims and objectives

► Staff development provided by the University is informed by its strategic aims and operational requirements, taking into account the needs of the individuals and where possible the career aspirations of staff as well as the success of their departments.

► Departments work alongside the Learning and Development team to develop a coordinated approach to planning staff development, maximising the use of available resources.

► Leaders and Managers are provided with the skills, knowledge and competencies they need to work in partnership with their staff to support their continuous development

- **General principles**

- The University shows commitment to the development of its staff through encouraging an environment conducive to development.

- All staff development activities will be conducted in accordance with the University's Equal Opportunities Policy.

- All staff have equitable access to staff development opportunities, appropriate to their role and aligned to their objectives.

- All internal training activities will support the need to heighten awareness of equality and diversity issues. Where relevant, this will be reflected in the design, content and delivery of each activity.

Identification of needs

► Staff development needs are identified in a number of ways:

► Managers are expected to discuss staff development needs with each of their staff at least annually as part of the Performance Review Process.

► The needs of staff new to the University should be identified in accordance with the probation policy within one week of taking up their appointment.

► The needs of staff transferring to a new role within the University should be discussed within four weeks of taking up position.

► Through the needs identified by departments during their annual planning and budgetary cycle.

Learning and Development team

▶ Learning and Development is responsible for:

▶ Effective staff development provision, from clarifying the need, to design and selecting methods, through to the delivery and evaluation of interventions.

▶ Providing all line managers and those involved in the identification and prioritisation of staff development activities with the relevant support.

▶ Providing an advisory service to Heads of Department, line managers, staff and University networks and committees on external developments within the staff development field