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Staff Development Policy

Introduction

Be Inspired Training value the investment of their staff. Our Be Inspired Training Staff Competency Framework enables us to encourage, develop and provide progression routes. This Framework is a new development for Be Inspired Training that has come about through organic direction and understanding that knowledge and experience is invaluable. By investing in our staff, we aim to keep turnover to a minimum and provide stability.

Be Inspired Training uses the usual development strategies to encourage staff to grow with the business and also encourages the development of new skills by utilizing external and internal sources of delivery. This will enable Be Inspired Training to provide employers with staff that are competent with recent knowledge/experience and qualifications.

Be Inspired Training aims to be agile in responding to industry changes, such as moving to standards, end point assessment and the proposed Functional Skills changes in 2019.

It is critical that the mindset of Be Inspired Training is that of growth mindset which moves us to understand and implement the new challenges of apprenticeship standards and creating champions within the business to promote the new standards. Be Inspired Training have evaluated staff qualifications and competencies across our programmes and have identified areas that require upskilling/ re-development etc.

Be Inspired Training works with employers in identifying any partnership potential using their existing staff to support programme delivery. This could be examples such as mentoring and buddying.

Staffcompetencies
Be Inspired Training competency framework supports howwe want our people to work and grow, it helps to recognise and acknowledge successas well as those that need support.

Our framework gives us a consistent approach and common ways of working. It is based on the following five themes:

1. Learner focused
2. Achieves results & understand deadlines
3. Working collaboratively
4. Delivers excellent service
5. Manages self, and personal development

Be Inspired Training aim to develop and support all staff and this framework reflects our values and principles that are embedded into our culture.

Aims and Objectives

The main aim of the policy is to provide managers and staff with a framework that supports and encourages the development of all staff. This framework aims to achieve the following objectives:

- Providing staff development opportunities which are aligned with strategic direction
- Providing an appropriately organised corporate induction, undertaken at the earliest opportunity
- Developing our staff to have the required capability and competencies to fulfil their current roles and prepare them for career development
- Encouraging a proactive approach to personal and career development
- Connecting with our research strategy and enhancing the capability of staff to engage in research and scholarly activity to increase our research profile and inform teaching

IdentifyingTrainingNeeds
Staff development needs may be identified at any point throughout the year, and are most likely to be revealed from the following:

- Managers are expected to support actively the development of their staff, managing performance, providing feedback and discussing development needs with each of their staff, as appropriate, and as a minimum as part of the annual appraisal process
- The development needs of new staff should be identified in relation to their role.
- Similarly, the needs of staff moving to a new role internally should be discussed when taking up the new position

• Within annual planning cycles, by faculties/supportservices, by management observations and requests, outcomes from the staffopinion survey and from evaluation of feedback from current programmes.

Planning and delivering training and developmentactivities

There is a shared responsibility for the development of our staff. Primary responsibility for planning appropriate corporate staff development rests with each department manager.

For this policy to be effective, it is essential that staff support the key principle of continuous professional development and display an ability and insight to manage their own professional growth in addition to undertaking mandatory and relevant training for their role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

Corporate provision of staff development activities is arranged through collaboration with directors, which will deliver support by:

- Providing induction for new staff
- Offering training events to meet training and development needs
- Disseminating information on training and development opportunities
- Maintaining accurate attendance records of corporate training and development undertaken.
- Providing advice and guidance about external training provision working with individuals and/or with groups
- Evaluating staff development activities in order to assure and enhance their quality including actively seeking feedback from training events

The Director responsible for finance will liaise with department managers and will provide budgets for staff development and allow time for development activity. Although those approval processes are determined locally, managers are advised to confirm that the training is consistent with their objectives and that it is cost effective.

Competencies

Be Inspired Training provide staff with current industry requirements and will utilise this as evidence towards staff development. This covers both sector specific competencies and Teaching & Training development. Supervisions and annual appraisals will be a collaboration between staff member and line manager and both parties will be aware of expectations. Recording of KPIs, targets and CPD are measured and monitored on appropriate systems. Ifthere is any cause of concern the staff member is able to utilise the staff grievance procedure and access to HR for further support.

The strategic direction of the business will be explained to all staff who have a responsibility to implement the operational in line with their job role to ensure that the strategy of the business is delivered. There may be occasions where the strategy may change in line with industry changes and these will be delivered throughout the year through supervision meetings and team meetings. Be Inspired Training acknowledge the importance of maintaining a highly skilled workforce and will provide opportunities to all staff.