

# Professional Development of Employees Policy

## Introduction

ACTTnow recognises staff development as a key part of connecting industry with education through outstanding technical training, education and assessment services, this requires high performing staff who are experientially and educationally current and relevant with developments in the sectors in which the business operates. Teaching and assessment staff must also be qualified and professional in their approach to these roles and are supported by formal qualifications and performance management process which encourages sharing and standardisation of good practice.

To produce and maintain high performing staff, ACTTnow supports both career- related and job-related professional development activities for all its staff. It is expected that staff and managers meet at regular intervals to discuss professional development aimed at maintaining and or improving the individual's sector knowledge and skills (expertise), and where appropriate to improve teaching and training practices and competences.

ACTTnow annually produces training schedules identifying training days throughout the year and learner shutdown periods which allow for whole team training and development opportunities as well as for individuals to manage their CPD planning and self-development activities.

Training and development of teaching and assessment staff is significant time or expense must be submitted to their own line manager and to the Apprenticeship Centre Manager in advance. These processed requests will be submitted to the Director to request authorisation. No training should be booked in advance of this authorisation.

## Scope

Professional development activities and eligible professional development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching and mentoring, attendance at courses, workshops, seminars, conferences, institute lectures, meetings and participation in professional and technical association events.

Where a department manager requires an employee to attend a training or development programme, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel, shall be paid by ACTTnow, bearing in mind the requirement for prior authorisation by the Director for training involving significant time or expense.

An employee must meet the following requirements to be eligible for Professional Development activities:

- Completion of the probationary period, if required
- Job performance that is rated as satisfactory or better

An employee must engage with structured professional development activities where:

- The role requires upskilling or reskilling and can form part of the agreed probationary period, if required
- Where job performance is rated as requiring improvement or falls below the expected standard of the job role and the KPIs agreed for the role or person.

To facilitate an employee's participation in professional development activities, the department manager may request authorisation from the Director for:

- flexible work options such as alternate work schedules
- a period of paid or unpaid leave
- partial or full payment or reimbursement of training expenses
- or a temporary or part-time work assignment in another department

In approving professional development activities, the department manager considers the suitability of the training in relation to the business and individual need, staffing and staff cover, training budgets administered by the Apprenticeship Centre Manager, and other related considerations.

### **Mandatory Training**

All staff without exception are required to take part in and complete any and all mandatory training and learning deemed essential by the Director. This will include Safeguarding and Prevent, Health & Safety, Equality and Diversity, and other thematic activities to be confirmed by the Apprenticeship Centre Manager and Director annually.

### **Professional Development Leave**

To propose a professional development leave or secondment, the employee and their manager develop a mutually agreed-upon, written plan describing the proposed activity.

The employee submits the plan to the department manager for approval, the written development plan may address the following issues, as applicable:

- A description of the activity or activities to be undertaken by the employee during the leave period
- The requested period of time for the activity (provide dates or the range of time)
- The relation of the activity to the employee's current job responsibilities
- How the activity may assist the employee's transition into future career related positions
- The quality of the particular training activity, as compared to similar activities available to the employee, and/or an assessment of the reputation reliability of the institution, organisation, or other sponsor who will provide this activity
- The relation of the activity to the ACTTnow mission and goals
- A statement on the relative importance of this activity to the overall needs of the department and available resources
- The impact, if any, on employee workload and other employees in the department

In approving a professional development leave or secondment, the department manager considers the proposed duration of the leave and scheduling, staffing and staff cover, and budget considerations. Authorisation from the Director will be required prior to confirmation of any professional development leave or secondment.

### **Teaching and Assessing Qualifications**

ACTTnow require all teaching staff to be working towards or achieve their respective teaching qualification (PTLLS / DTLLS, Cert Ed or equivalent). New staff without these qualifications engage in professional development within their probationary period.

Further development towards higher levels of teaching qualifications is available and although

currently optional, this may change as the conditions and regulations in the FE provider sector change.

Assessors and Internal verifiers in order to be active are required, in line with awarding organisation (AO) requirements to at least be registered and 'working towards' or ideally hold the appropriate assessor - Internal verifier - internal quality assurance (IQA) qualification. The training and assessment for staff to achieve these formal qualifications is carried out internally by experienced and qualified college employees.

To ensure that all teachers and assessors are continually maintaining and further developing their delivery skills in line with current engineering and manufacturing sector practices as well as the teaching and assessing skills appropriate to the aspirations of ACTTnow to be recognised as an Outstanding Provider, ACTTnow will carry out regular, risk based scheduling of observations of teaching, learning and assessment activities conducted by staff in line with our Quality Improvement Plan and policies. Where required, action plans for performance improvement will be agreed and a mentoring process implemented to ensure staff are delivering their subjects to the required quality and high standards set by the ACTTnow, Ofsted and awarding bodies.

### **Staff Development to a changing market**

To meet the challenging and changing market required of customers in industry and our peers in apprentice and technical education we must embrace changes and new technology. ACTTnow will focus on looking at new technologies in industry and as learning resources, and the changing demands of the industry our customers are or will soon be operating in as digital technology becomes increasingly into engineering and manufacture.

This will be supported through a series of professional development activities aligned to shutdown periods. Staff will be encouraged to develop knowledge and skills through additional thematic training, will be expected to complete mandatory training for their chosen occupation, and are actively encouraged to maintain a functional level of interest in development within their own sector through their Professional Engineering Institutions (PEIs).

All training and development should be recorded and employees are encouraged to maintain their own individual CPD log. These records of CPD carried out in year will be reviewed alongside further development opportunities at regular review meetings and annual appraisals.

### **Performance monitoring, review and the role of 'observation'**

Regular review meetings and appraisals are beneficial to monitor and feedback on staff performance, highlighting any areas of concern, training and promotion opportunities. This process acts as a tool to provide business growth and sustainability and supports the individual to feel confident, motivated and empowered in their role.

As part of our quality cycle, the Apprentice Centre Manager will observe lessons, assessments, inductions and learner reviews delivered by technical training staff and outcomes fed back to the staff member and their line manager. Observations can be carried out by trained internal staff, peer review or from external sourced observers with the objective of improving individual's performance, identify training needs and achieving a standardised approach to development.

All training requirements can be discussed with their line managers during their appraisals or throughout the year when an opportunity for training is identified.

Staff are required to take part in standardisation and best practice sharing in order to ensure all training delivery at ACTTnow benefits from the better practices of good and outstanding teachers and assessors.

## Membership of Professional Bodies

As part of our commitment to support and develop employees, staff have the opportunity to become members of their respective Professional Body to advance their skills and knowledge base and advise apprentices on their learning journey. As performance in the delivery of Standards measured by their apprentices and learners success at EPA or on examination becomes clearer, teaching and assessing staff may be required to join their PEIs if the company believes it will improve the service to the learners.

To support and encourage individuals in their PEI membership the ACTTnow will pay the membership fees for the employee on condition that:

- The employee meets the required entry criteria of the professional body
- The employee maintains their CPD in line with the requirements of the professional body
- The employee contributes to promotion of the professional body with their apprentices and learners, this will be through:
  - Attendance of local meetings arranged by the professional body
  - Promoting the work of the professional body with learners at the college
  - Supports the learners towards their End Point Assessment
  - Liaise with the professional body to develop ACTTnow brand within the respective awarding body
  - Develop their skills in line with Continuous Professional Development requirements of the professional body and ACTTnow requirements

## Budgets for CPD

An annual provision is made in the budget for staff CPD and training. This does not generally include training sourced and delivered internally such as Health & Safety, Safeguarding, Prevent, Equality & Diversity and other internal activities within ACTTnow available resource.

## Review

This Policy is reviewed collectively on an annual basis by the Apprenticeship Centre Manager.

Signed



**Mick Heatlie**  
**Managing Director**

Date 02/03/2023

## Document history and status

Revision	Date	Description	By	Review	Approved
Initial Development	Mar 2023	Creation of formal policy document (Review - Mar 2024)	Mick Heatlie	Mick Heatlie	Mick Heatlie