



Training & Development Policy and Procedure

August 2024

History of Changes

Version	Description of Change	Authored by	Date

1 Introduction

- 1.1 The College maintains a commitment to value and develop our workforce and to become an employer of choice within our region.
- 1.2 This policy sets out the College's commitment to the professional and personal development of our staff ensuring that they are fully equipped to perform their role effectively and to develop within the organisation.
- 1.3 This policy sets out the categories of staff training and development activity which will be provided by the College for the benefit of the organisation and the individual employee.

2 Scope

- 2.1 Borders College is an equal opportunities employer and as such this policy applies to all employees of the College and includes both full-time and part-time staff, temporary and permanent.
- 2.2 The policy addresses organisational and individual development needs in line with:
 - Strategic objectives and supporting strategies
 - Statutory obligations
 - College policies and procedures
 - Continuous professional development
 - Outcome agreements

3 Key Principles

- 3.1 All staff are entitled to a level of staff training and development appropriate to their role.
- 3.2 All staff training, and development will be linked to organisational and individual development needs as described in paragraph 2.2.
- 3.3 For the purposes of this policy staff training and development activity is defined as follows:
 - Essential Information/Training
 - Professional Development
 - Annual Training Plan
 - Staff Performance and Development Review
- 3.4 Essential Information/Training

This is essential training which allows the College to meet statutory obligations.

Staff must complete this online and face to face training in order to successfully complete probationary periods and all staff are required to refresh this training on a regular basis. The essential modules sit on the College's VLE and cover subjects such as Safeguarding, Equalities & Diversity, Data Protection, and Information Security

3.5 Professional Development

3.5.1 Teaching Qualifications

The college will support all academic staff to attain the relevant teaching qualifications if required and engage in Continuing Professional Development (CPD) that supports the development of teaching skills.

The pathway to gaining the relevant teaching qualifications offered by the college is through the PDA 'Teaching Practice in Scotland's Colleges' and then TQFE which is delivered by one of our partner Universities.

Holding TQFE or equivalent qualification is necessary for registration with General Teaching Council (GTCS). Registration with GTCS is a requirement for all promoted and non-promoted lecturing staff in all of Scotland Colleges.

Further guidance of the teaching pathways and routes to GTCS registration are set out in the 'Guide to Teaching Pathways and GTCS Registration'.

3.5.2 Other Professional Qualifications

The college will support staff to attain professional qualifications which are required for their role for example ACCA and CIPD qualifications.

3.6 Annual Plan

Each year the college is committed to producing an annual training plan linked to organisational and individual development needs as described in paragraph 2.2

The plan is developed and the priorities for each year set by the People Services Business Partner consulting with the Wider Leadership Team and the EIS Learning Rep before the final plan is presented and approved by the Senior Leadership Team in August of each year.

As part of this plan the College will hold two all staff training days within each academic year (August/November).

The college is also committed within the annual plan to hold a Work Rest and Play Day for all staff in June.

3.7 Staff Performance & Development Review

All employees of Borders College are entitled to an annual Staff Performance and Development Review (SPDR), conducted by an appropriate line manager, to enable targets relevant to individual job roles and to the strategic aims of the organisation to be set, progress towards targets to be reviewed and staff development needs to be identified.

As part of this process all line managers will have the responsibility to jointly identify the training and development needs of their staff.

4 Responsibilities

4.1 The Regional Board approves the Workforce Strategy which covers the area of staff training and development. The Finance and Resources sub-committee of the Regional Board approves the Training and Development policy and will receive reports on staff training and development activity.

4.2 The SLT will oversee the implementation of the policy and procedures through the approval of the Annual Training & Development Plan.

The SLT will also monitor sector/department training ensuring it is appropriate and evaluated.

4.3 The Director of People Services is responsible for the implementation of the policy and procedures.

4.4 The SLT will receive regular reports from the Director of People Services/People Services Business Partner.

4.5 Individual members of staff are responsible for:

- The identification of their individual training needs, in liaison with their line manager, through the individual staff review process.
- Justifying any application made for training and for the evaluation of the effectiveness of that training once it has taken place
- Where appropriate, sourcing specialist training, in liaison with the People Services department if there is a cost.
- Ensuring that they attend any essential staff development or training event that is deemed appropriate by the College and in consultation with their Line Manager.
- Undertaking any essential staff development that is linked to a contract of employment.
- Taking part in any staff training or development programme such as Strategic Planning sessions or Enhance that is deemed appropriate by the College
- Ensuring that they carry out an evaluation of their training and development through Microsoft forms and/or with their line manager.

4.6 All Heads of Sector/Support Managers are responsible for:

- Providing ideas for the college annual training plan to People Services within agreed timescales each year
- Making arrangements for staff to be booked onto training sessions through the People Services Team.
- Ensuring they discuss the annual plan and book staff onto training sessions in line with their staff review.

4.7 All line managers are responsible for:

- Adhering to the policy and procedures
- The identification of training and development needs of staff for whom they have direct or delegated line management responsibility
- The approval of individual, group and departmental requests for training, ensuring that all approved requests are in line with College strategies and approved by People Services if there is a cost implication
- Ensuring that staff for whom they have responsibility engage in all essential staff training and development and undertake development that has been identified through the Staff Performance and Development Review process
- Booking staff onto training and ensuring training staff are aware of the arrangements and detail of this training
- Ensuring that training is evaluated with the staff member following the completion of training, where appropriate.

5 Related Documents

5.1 Workforce Strategy

5.2 Staff guides

6 Review

The policy will be reviewed once every three years. Therefore date of review will be August 2027.

1 Introduction

- 1.1 The Borders College Staff Training and Development policy sets out the College's commitment to the professional and personal development of our staff ensuring that they are fully equipped to perform their role effectively and to develop within the organisation. This procedure supports that policy.

2 Scope

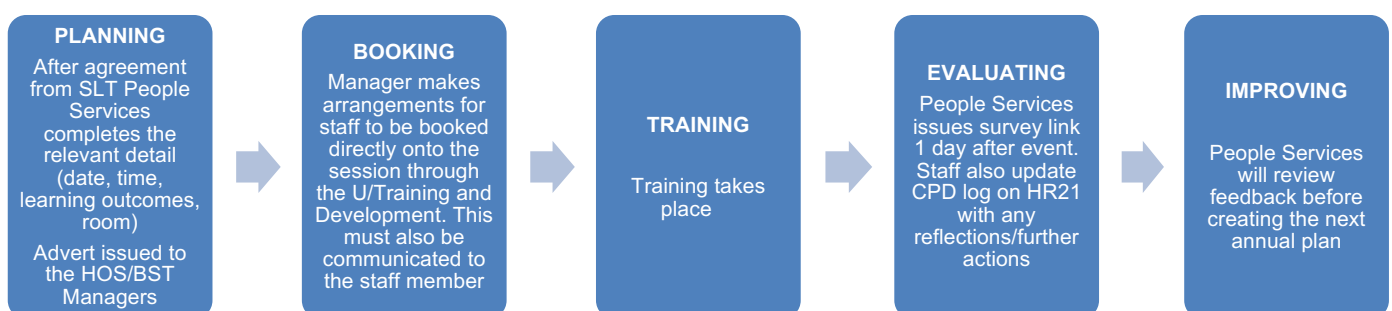
- 2.1 Borders College is an equal opportunities employer and as such this procedure applies to all employees of the College and includes both full-time and part-time staff, permanent and temporary.
- 2.2 The procedure provides guidance on the organisation and provision of training and development within the organisation.

3 Key Principles

In order to arrange training and development the following processes should be followed:

- Essential Information/Training

The college has a responsibility to identify appropriate training sessions that individuals must attend. These sessions relate to statutory requirements or ongoing CPD and will be visible in the annual training plan.



- Internal Sector/Team Requested Training

This is informal training with learning outcomes and responsibility has been devolved to each Sector/Team.

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- Internal Optional Training

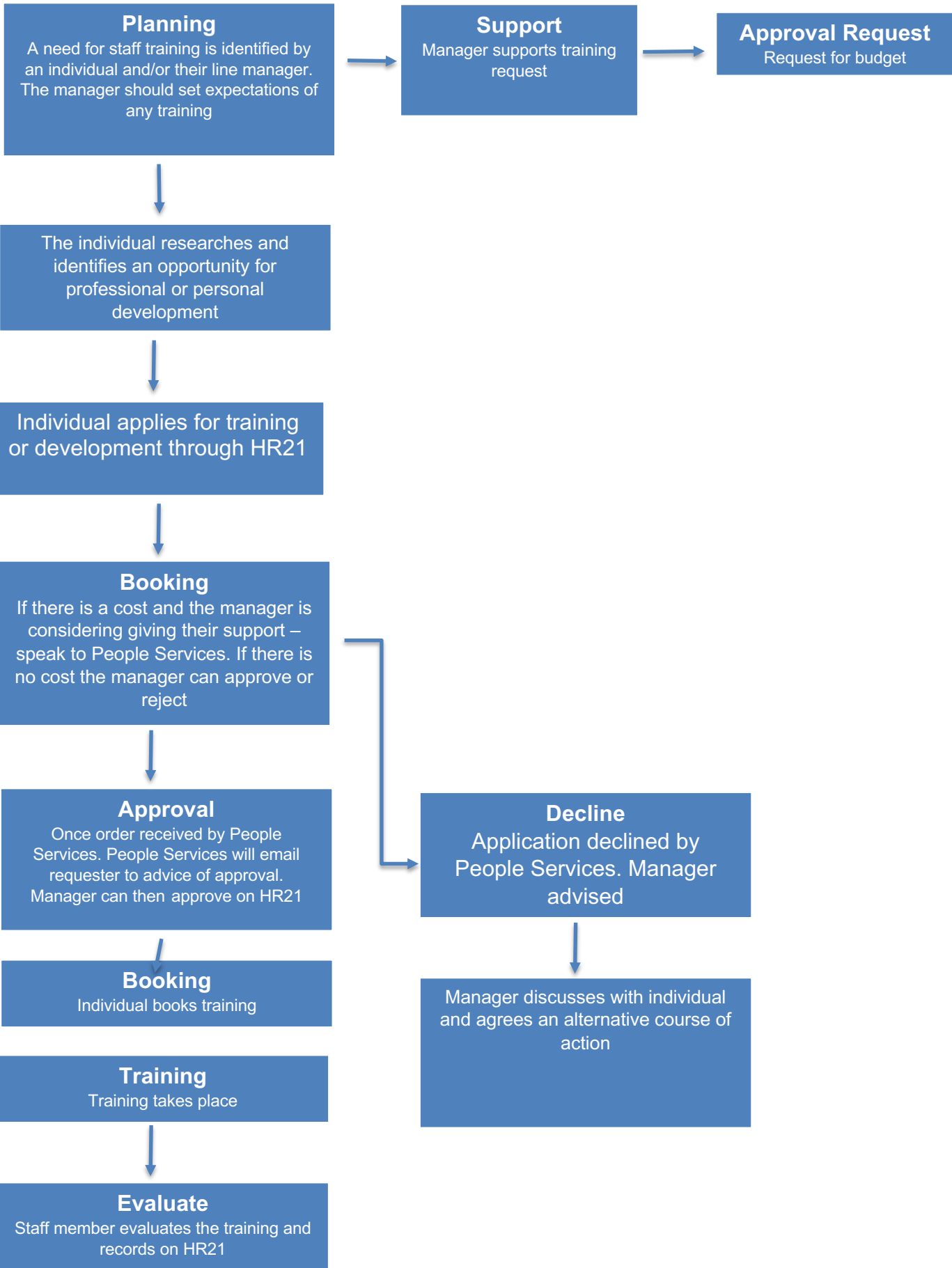
This is training which is advertised through People Services that a staff member can choose to attend subject to their manager's approval.



- External Training Events

In order to further CPD or personal development, each staff member has a responsibility to research the training, the college has a responsibility to consider the request.

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