

**TITLE: STAFF DEVELOPMENT POLICY**

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The continuing professional development of **all** staff is of central importance in ensuring that the quality of teaching and learning provided for delegates/work-based learners continues to improve. The goals of SETA, as stated and described in the Development Plan, can be met by a well-trained staff whose contribution and skills are valued. The provision of an effective staff development programme which provides ongoing training for **all** staff members.

Staff training takes place in a number of ways, including the following: by staff attending courses outside SETA provided by external agencies through work-based courses; through staff working alongside each other; by running externally validated courses at SETA (NVQ's etc) and using distance learning course.

The Senior Management Team meets regularly to plan the training programme. Staff Development and Review discussions take place annually between **all** staff members and the Chief Executive or General Manager or allocated reviewer. At the review individual job plans and training plans are agreed. Individual training plans will reflect a balance of SETA's need, linked to the Development Plan, and needs to be driven by individual career aspirations.

Monitoring and review processes are in place to ensure that staff development activities lead to an improvement in the way staff do their jobs. The following monitoring strategies are in use:

- individual written evaluation on completion of a course and discussion with manager on follow-up dates.
- annual evaluation of training received against job plans and training targets set by the Director and other managers observing the teaching and learning

- through instructor/trainer records and the work-based learner reviews
- external agencies, for example OFSTED

It is the responsibility of all staff to undertake training relevant to their work requirements and status.

Information about staff development opportunities are circulated to all staff. Individual staff members are specifically targeted when relevant courses become available.

Time and resources are allocated to the training programme. Money from the Budget shall be allocated to the staff development cost centre and is used for staff training purposes which are linked to the Business Development plan.