

LONGLEY PARK SIXTH FORM COLLEGE

LEARNING AND DEVELOPMENT POLICY

General Statement

Longley Park 6th Form College is committed to providing development opportunities in support of the performance, quality and success of the College and its staff.

We recognise that effective learning and development is vital to the success of the College. It is essential that all staff possess the skills and abilities needed to carry out their job roles and maximise their contribution to the College.

All members of staff have the opportunity to access learning and development opportunities, and are encouraged to engage in a process of continuous learning.

An annual budget will be allocated for learning and development activity. Decisions to fund learning and development will be made in the context of College priorities, and budget availability.

Individuals have a responsibility to be proactive in their own learning and development, and to pursue their own career and continuing professional development, where this is also of benefit to the organisation. Managers at all levels have a responsibility to fully support their people in work-related learning and development activities.

Individuals and managers also have a responsibility to take advantage of the full range of learning opportunities that exist, using informal and unplanned activities that occur on a day-to-day basis as opportunities for learning, as well as structured activities such as mentoring, secondments, coaching, shadowing and off-the-job training.

All learning and development activity will be monitored and evaluated, to ensure that learning is effectively translated into improved performance in the workplace, and to maximise quality and value for money.

The Role of the Individual

Each individual has a responsibility to:

- take an active part in identifying their own learning and development needs, as part of the normal performance management process, including keeping up to date with information specific to their role;
- take advantage of a variety of opportunities for learning and development, both formal (typically off-the-job training) and informal (such as on-the-job coaching and other activities).
- provide feedback on the quality and effectiveness of learning activities to the appropriate people (e.g. their manager, HR Office)
- review learning activities with their manager, and look for opportunities to apply learning within their job, to continually improve their performance.

The Role of the Manager

Managers play a crucial role in the development of their people, in order to maximise individual motivation and performance. Managers have a responsibility to:

- ensure that all new starters, and job movers receive an appropriate induction that meets their individual needs.
- identify the development needs of all their people as an integral part of performance management;
- ensure that all individuals have equal access to appropriate opportunities to learn and develop, and make available the necessary resources for agreed learning and development activities;
- help individuals to identify and take advantage of informal learning and development opportunities (e.g. by coaching them in work activities wherever appropriate) as well as more formal opportunities (such as off-the-job training courses);
- review learning outcomes with their people to maximise learning and ensure that it is transferred into their job performance through effective work planning and coaching;
- measure the impact of learning on performance, and provide constructive feedback to all their people, to help develop skills and identify further areas for development.

The Role of Human Resources

Human Resource's role is to promote learning and development and, in partnership with managers, help maximise the knowledge and skills of individuals. They should provide support to managers and individuals by:

- ensuring there is a model for local induction programmes;
- coordinating information about learning and development needs and opportunities;
- helping managers and individuals, as required, to identify development needs and objectives;
- giving advice on learning methods, materials, providers etc;
- assisting with the evaluation of learning and development opportunities;
- managing the local learning and development budget;

Applying for learning and development activities.

1. Please complete a learning and development application form, and attach the course information/booking form and pass to your manager for authorisation. This should then be forwarded to the Human Resources Office (T10).
2. Your manager should arrange any cover required during your attendance at the learning and development event.
3. The Human Resources Office will then book the course for you, and forward you confirmation, along with any relevant joining instructions, and a post learning and development evaluation form. If for any reason Human Resources are unable to arrange the learning and development activity required, you will be advised of this.
4. Should you need to cancel the learning activity you should advise Human Resources immediately.

5. Following the completion of the learning and development activity, please complete the evaluation form in conjunction with your manager, and return this to the Human Resources Office.
6. Travel arrangements are the responsibility of the employee attending the course. Please refer to the Travel and Subsistence policy and claim form for further information.



Longley Park Sixth Form College

APPLICATION FOR TRAINING OR DEVELOPMENT ACTIVITIES

NAME:

DIRECTORATE:

MANAGER:

DATE COMPLETED:

This section completed by the applicant

Description of the Course / Activity

Please attach any brochure and completed application form to this application

Date(s) of activity:

Provider:

Costs: Training / Delivery	£
Travel & Accommodation	£
Cover for Normal Duties	£
 Total Cost:	 £

Outline the impact your release will have on your normal duties and show clearly how this will be managed.

How will this activity meet the needs of the College?

Show clearly how it links to priorities set out in your area's Development Plan and / or your own Professional Review.

How will you make sure that the College benefits from your training?

Consider reporting to meetings, producing materials, posting information on the intranet, setting up a project, peer observations etc.

I wish to apply for funding and / or release from normal duties to undertake this development activity.

Applicants Signature.....

This section to be completed by the applicant's manager.

The overall cost of this activity is confirmed as £

The activity meets priorities identified by the College	Yes	No
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The applicants normal duties can be appropriately covered	Yes	No
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The applicant has identified appropriate feedback measures to ensure that the College benefits from this activity	Yes	No
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I support this application	Yes	No
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This form should be passed to the HR Office who will process payments and book.



Longley Park Sixth Form College

POST TRAINING OR DEVELOPMENT ACTIVITY EVALUATION

NAME:

DIRECTORATE:

MANAGER:

DATE COMPLETED:

Title of the Course / Activity

Date(s) of activity:

Provider:

1. How did this activity meet your learning objectives?

No – not at all

Yes - completely

1	2	3	4	5	6
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2. What skills and / or knowledge have you gained (where possible you should link this to priorities set out in your area's Development Plan and / or your own Professional Review).

3. How confident are you about being able to apply what you have learned to improve your effectiveness and enhance your contribution to the College?

Not at all confident

Very confident

1	2	3	4	5	6
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4. How will the College benefit from the learning activity, and how will you share / implement the knowledge gained?

5. Would you recommend the learning activity/provider to another colleague? Yes No

Signed

Name

Date

Reviewed with Manager:

Signed (Manager)