



Staff Development Policy

Reference:	Staff Development Policy
Author & Title:	Staff Development Advisor
Responsible Director:	Director of People Services
Last Review Date:	November 2024
Ratified by:	Director of People Services
Date Ratified:	November 2024
Version:	V1.5
Status:	Revised November 2024 (see below)

Version history	
V1.1	2011 new policy
V1.2	June 2015 review: The qualifications section has been amended.
V1.3	Text updated with Schools instead of Faculties.
V1.4	Mandatory Training outlined for 'All Staff' Roles and Responsibilities and timelines for refresher training added with links.
V1.5	November 2024: Policy updated to include apprenticeships. In addition, formatting and cosmetic enhancements
Next review date:	August 2025

This policy will be reviewed annually, or more frequently in line with regulatory requirements.

STAFF DEVELOPMENT POLICY

INTRODUCTION

Liverpool Hope assumes that all staff have both the responsibility and the desire to develop professionally throughout their career. Liverpool Hope recognises its responsibility as a 'Learning Organisation' and seeks to support excellence in learning and teaching, research, the provision of high-quality support services, enterprise and employer engagement via development interventions.

The overriding aim of Liverpool Hope's Staff Development Policy is to enable staff to contribute to the University's success in meeting its goals as identified in the Corporate Plan and other associated plans and policies through the development and most effective use of their knowledge, skills and attitude. The University will ensure appropriate staff development via a fully engaged collaborative partnership approach between key internal and external stakeholders.

The University recognises that staff development in its broadest sense includes mentoring, coaching, conference attendance, professional qualifications, internal and external training courses, self-directed learning, cross-institutional working groups, networks and new projects.

This policy applies to the whole staff community. Those with management responsibility for others are required to support actively the development of the performance and effectiveness of their staff in the achievement of their objectives.

CORPORATE AND LOCAL DEVELOPMENT

The University via People Services will co-ordinate and deliver a central programme of staff development opportunities. This corporate programme will be based on prioritised needs that have been highlighted via Training Needs Analysis incorporating Performance Review and will support corporate strategic needs, mission related, statutory and legislative requirements and operational needs.

The University is subject to a number of statutory regulations and it must ensure that staff are trained to levels appropriate to their roles in order to perform legally in the best interest of themselves, of others and of the University. Participation in certain staff development activities will therefore be mandatory and can be found under all staff responsibilities.

At a local level, Faculties, Schools and Departments will need to implement appropriate development opportunities, which are not met by the published corporate programme, in line with their own local needs. Specialised development and updating relating to subject disciplines, including attendance at courses and conferences, will normally be organised and supported by the appropriate academic Faculties, Schools and Service Areas.

ROLES AND RESPONSIBILITIES

People Services:

The People Services department will be responsible for:

- Providing Induction Programmes for newly appointed staff
- Organising a prioritised Corporate Staff Development Programme of events to meet training and development needs of staff throughout the University
- Disseminating information on training and development opportunities
- Circulating information about internal staff development opportunities
- Providing advice and guidance about external training provision
- Working with individuals or with groups to support needs
- Validating and evaluating the quality of the Programme
- Working in partnership with other key internal stakeholders/providers e.g. PVC's, Faculty Executive Deans, Heads of Schools, Director of Learning and Teaching Development, Director of Finance, Director of IT
- Liaising with Union Learning Reps

Faculty Executive Deans, Heads of Schools, and other Senior Managers

Faculty Executive Deans, Heads of Schools, and other Senior Managers or their nominee will be responsible for:

- Ensuring appropriate individual and Faculty/School development needs are identified.
- Producing an annual local staff development plan based on Faculty /School priorities.
- Allocating resources for the plan and ensuring a fair allocation of resource across all grades and types of staff
- Ensuring appropriate local induction
- Specialised development and updating relating to sector expertise, skills and performance, subject disciplines, including attendance at courses and conferences etc.
- Liaising with People Services in conveying the local staff development plan, providing attendance figures, validating development events, providing an annual review of activity
- Ensuring that staff who they have approved to attend courses are released from work to attend.
- Monitor employee's professional development through the Performance Management process and regular one-to-one meetings.

All Staff

All staff are responsible for:

- Completion of Mandatory Training as part of their employment, which is outlined below:
 - **Fire Awareness** - Fire Training should be completed within first 3 months of employment then every 3 years as a refresher, staff should book onto the next sessions through the online store:
 - **GDPR** - Module should be completed within first month of employment then every two years as a refresher:
https://hope.learnupon.com/users/sign_in
 - **Diversity at work** - Module should be completed within first month of employment then every three years as a refresher:
https://hope.learnupon.com/users/sign_in
 - **Cyber Security** - Module should be completed within first month of employment then every year as a refresher:
<https://hopeac.bobsbusiness.co.uk/users/12662584/enrollments>
 - **Identifying and Responding to Student Mental Health Concerns** - Module should be completed within first month of employment then every year as a refresher:
https://hope.learnupon.com/users/sign_in
 - **Prevent Training**: Module should be completed within first month of employment then every two years as a refresher:
https://hope.learnupon.com/users/sign_in
- Contributing fully to the performance review process
- Managing their Continuous Professional Development
- Regularly assessing their learning and development needs
- Ensuring that they are aware and actively take part in corporate and local staff development activities.
- Ensuring that they undertake any training and development activity deemed essential by the University.
- Attending any development initiative as deemed appropriate by their manager or any mandatory training as designated by the University.
- Providing People Services with information on any development activity that has taken place externally from the University for recording.
- Transferring learning into the workplace with colleagues and students

PVC Research

The Pro Vice Chancellor and his nominees are responsible for:

- Ensuring an extensive corporate and local framework of research development opportunities are available.

Learning and Teaching

All Learning and Teaching at Liverpool Hope University is overseen by the University Learning and Teaching Committee. Learning and Teaching at Liverpool Hope is underpinned from three different perspectives,

- The CPD programme: Providing continuing professional development for Colleagues who teach and support the learning of students and apprentices including through the various CPD Modules and other training workshops.
- The formal University system that oversees process, enhancement and quality assurance (including the Committees structure and other systems). This includes working with colleagues across the University to achieve the pedagogical goals set out in the Learning, Teaching and Assessment Strategy and localised work in the Schools on quality assurance and enhancement as driven by the Faculty and University Academic Committee.

Corporate Learning and Teaching

Working in conjunction with the Director of Student Learning, it is the Staff Development Advisors responsibility to:

- Help raise the academic staff profile in relation to learning and teaching.
- Offer appropriate staff development in learning and teaching.
- Provide learning and teaching consultancy, as required.
- Provide appropriate induction.
- Work with the Director of Student Learning to provide professional teaching qualifications to academic staff; and help and support towards Advance HE Fellowship applications in line with the Corporate Plan.
- Promote and champion learning and teaching enhancement.

Other Central Staff Development Providers

University led corporate development will be significantly supported by central internal units who will provide specialist training or development activities. These include Institutional Advancement, Health and Safety, IT, Library, Finance, People Services, Student Services, Student Administration etc.

These units will be responsible for:

- Identifying appropriate training needs in their specialist area
- Working with the Staff Development Advisor to design, deliver or source appropriate development courses.

Apprenticeships

The University is committed to the enhancement of its apprentice provision and experience through the professional development of its staff.

All apprenticeship staff will be supported and trained to meet the expectations of their role and responsibilities.

Staff and line managers are expected to encourage professional development in knowledge, expertise, skills, and performance relating to their specific responsibilities.

All university staff engaged in the management, design, planning, and delivery of apprenticeship courses will be encouraged to request learning and development opportunities which they, or their line managers, believe will improve their effectiveness in or the performance of the organisation. These may take the form of:

- Accredited programmes leading to qualifications.
- Non-accredited training to help individuals develop specific skills relevant to their job (this may include project work, job shadowing opportunities, online courses, or webinars, external and LHU led training courses etc.).
- Statutory training which is required by the role (e.g., EDI, Safeguarding, Prevent, British Values).
- Sector-knowledge events (e.g. conference).
- Sector work-shadowing.
- Research activity, normally with a view to publication in appropriate peer reviewed journals and/or presentations at national and/or international conferences.
- LHU led training courses to understand apprenticeships, processes, procedures and remain compliant with ESFA/DfE Funding Rules for Training Providers and OFSTED.
- Relevant training provided by sector experts such as Strategic Development Network and UVAC

All training shall be clearly recorded by colleagues and a central record retained by designated staff in the Apprenticeships Hub Team which is subsequently shared with People Services. Staff development learning objectives will be set by the Director of Apprenticeships and communicated with Faculty Executive Deans, Heads of Schools, other Senior Managers and staff delivering on apprenticeships.

Academic Staff and Skills Coaches should seek to improve their expertise in the discipline they are delivering and be up to date within the industry sector. They should also ensure they follow best practice in learning and teaching elements such as accessibility, EDI, and learning support, and fully integrate this into their syllabus and delivery. British values and Prevent shall also be integrated where appropriate. Staff are expected to attend and engage with the annual Apprenticeship Conference and keep up to date with regulatory bodies that govern apprenticeships, including any PRSB requirements.

All staff will comply with the roles and responsibilities as set out earlier in this document.

Budgets and Funding

There is no central fund for staff to request monies for training. The central fund is to cover the costs of the majority of the corporate programme. The University centrally will not support any funding for external courses. Budgetary provision for non-corporate programme development should be sourced from the relevant Faculty/School/Service Area. Any funding decision should be based on a clear strategic or operational need and be a clear requirement of the role e.g. a statutory requirement of the role or a professional qualification required for the role as stated in the job description.

Where there are financial implications, a requirement of the funding will be to those training and development initiatives, which are work-related and most closely allied to the University's strategic plan and Faculty/School/Service Area plans.

Quality Assurance

All corporate internal training and development events will be validated via a course evaluation form ensuring a continuous process to assess quality. Regular reports identifying the quality of the University led and significant local development interventions will be provided to SMT and Staffing Committee and other relevant committees by the Director of People Services. An annual training and development report covering local initiatives will be provided by Faculties/Schools/Service Areas for dissemination.

Evaluation

Training and Development events, which are attended by significant numbers of staff and are of high strategic importance, will be formally evaluated.

Faculties/Schools and Service Areas are responsible for establishing review mechanisms in their own areas to ensure any supported development is matched to the objectives of the specific area.

Accessing Development Opportunities

The Staff Development procedures document outlines how requests for attending development opportunities should be sought

<https://store.hope.ac.uk/product-catalogue/staff-services/staff-development>

Equality

All staff development activities will be conducted in accordance with the University's Equal Opportunities Policy Staff.

All staff have equitable access to staff development opportunities, appropriate to their role and aligned to their objectives.

All internal training activities will support the need to heighten awareness of equality and diversity issues. Where relevant, this will be reflected in the design, content and delivery of each activity. No member of staff will be treated less favourably on the grounds of sex (including gender reassignment), marital or

parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.

Other Relevant documents and support

Staff Development Procedures

<https://www.hope.ac.uk/gateway/staff/staffdevelopment/>

Learning and Teaching and Assessment Strategy

<https://www.hope.ac.uk/gateway/staff/learningandteaching/learningteachingandassessmentstrategy/>

Training Programme schedule

<https://store.hope.ac.uk/product-catalogue/staff-services/staff-development>

Staff Induction pages:

<https://www.hope.ac.uk/gateway/staff/staffdevelopment/newstaff/>