

Staff Development Policy

Purpose of the policy

The purpose of this policy is to outline in broad terms the commitment of the Centre to staff development and to indicate the roles that different parties play in the delivery of staff development, particularly the Lead Internal Verifier and Quality Assurance Personnel.

Statement of commitment

The Centre is committed to the provision of staff development for all staff working in the centre.

Introduction

The key purpose of staff development is to facilitate personal and professional development enabling individuals and groups to achieve their full potential and contribute to the provision of excellent training and assessment in the centre, and an environment in which that can take place.

The Lead Internal verifier and Quality Assurance Personnel will be responsible for monitoring the implementation of this policy.

Context of staff development

The Centre's achievements are based largely on the contribution, commitment, and achievements of members of its staff, working as individuals and in teams or groups. Staff development includes any activity which contributes to the enhancement of their knowledge, skills, competence, or working practices, e.g. courses, development programs, vocational training, structured staff development activities, attendance at meetings and conferences, secondments, development of educational materials, curriculum enhancement and active involvement with professional bodies.

Staff development is a key contributor to the success of individuals and ultimately to the success of the Centre as a whole. This is important for the

Centre in maintaining and enhancing its national and international reputation in training and assessment and in ensuring good management within the Centre.

Equality

There will be equality of access to staff development opportunities for all staff. No member of staff will be treated less favorably on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.

Involvement in staff development

The Centre, individuals and other training organisations, have a role in staff development.

Role of the individual

When individuals are appointed to a new role, an assessment of their skills and the duties that they are to perform will lead naturally to the identification of their needs for training and staff development. In addition, development needs may be identified in a variety of ways, e.g. by skills audit, by peer review and feedback, by appraisal, by feedback from others including students, and by reflection on current practice.

Individual members of staff are encouraged to take responsibility for their own professional and career development, guided by mentors and other colleagues as appropriate. All are invited to take advantage of the provision made for staff development, according to the demands of their particular role.

Role of the Centre

The Lead internal Verifier and Quality assurance personnel, are expected to ensure that all staff employed in the Centre receive appropriate advice and support towards identifying their development needs through the appraisal process and by other means, and to ensure that staff then

engage in development activities, as appropriate, to address these needs, when necessary being released from their duties to attend.

Role of other organisations

Specialist staff development activities are provided by a number of other organisations through seminars and training courses. The Centre has registered with Institute of Assessors and Verifiers, ACTAN and

Independent Verifiers Association. These institutions provide current information on assessments and related subjects.

Further information

A Staff Development Action Plan will list the activities and targets of the Staff Development team over the next three years. This action plan will encompass relevant targets from Training and Assessment Strategies.

I have read and understood Staff Development Policy.

Signature: _____

Print name: _____.

Date: _____