Staff Training and Development Strategy

OVERVIEW

1. The College's mission is to foster a collegial environment in which learning, debate and the sharing of ideas is central, and in which all members of the College treat one another as partners in the quest for knowledge and intellectual enlargement.

2. The Staff Training and Development Strategy is designed to underwrite this mission.

3. There are three dimensions to the strategy:

   3.1. Careful allocation of roles and communication of expectations (a rigorous recruitment process; job descriptions and Academic Promotion Policy and Procedure are available in People HR).

   3.2. Provision of formal and informal training, and facilitation of independent development (induction and training sessions, opportunities to take on new roles and responsibilities, pastoral care, research leave and budget).

   3.3. Oversight and review: regular review meetings with line managers drawing on data from a range of oversight mechanisms including peer review, student feedback, examiners' reports, and external partner institutions.

4. The College additionally recognises the need to identify and ensure appropriate role-specific expertise on a case-by-case basis, through review mechanisms that are set out in its Staff Training and Development Programme.

5. The UK Quality Code Theme: Learning and Teaching, expects higher education providers to have sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience. The aim of this strategy is to meet this expectation.

ALLOCATION OF ROLES AND COMMUNICATION OF EXPECTATIONS

6. Academic Board is responsible for defining the academic needs of the College and recruiting and assigning roles to staff with relevant experience, expertise, and enthusiasm.

7. Recruitment procedures are rigorous as well as fair and transparent, with interviews for academic posts incorporating detailed teaching presentations.

8. Job descriptions and career promotion criteria are made explicit during the recruitment process and are provided in writing. These will be referenced closely along with other sources in ongoing oversight and review to determine training needs and other opportunities for career development.

PROVISION OF FORMAL AND INFORMAL TRAINING, AND FACILITATION OF INDEPENDENT DEVELOPMENT

9. The College recognises a duty to provide a stimulating working environment for all who belong to it and to provide opportunities for its staff to increase and evolve their expertise as a result of their employment at the College.

10. Academic Board is responsible for reviewing the faculty elements of the Staff Training and Development Programme on an annual basis, drawn from line managers' recommendations following the undertaking of internal monitoring and peer review; and also drawing on feedback from students and staff and expertise from partner institutions, External Examinersand national quality assurance institutions. Regular training events are held to actively encourage and provide opportunities for staff to develop teaching and management qualifications as appropriate to their roles. Regular review meetings with line managers identify additional specific needs on an individual basis, so that staff are enabled to attend external workshops and conferences where appropriate.

11. Key areas of focus for training and development include:

    11.1. Teaching and learning

    11.2. Research

    11.3. Use of technology

    11.4. Pastoral care

    11.5. Quality assurance processes

    11.6. Appraisal

12. The Staff Training and Development Programme sets out the detailed mechanisms by which it identifies and implements appropriate training and development activities.

13. The Executive Committee (ExCo) is responsible for reviewing the professional elements of the Staff Training and Development Programme on an annual basis, drawn from line managers' recommendations following the undertaking of internal monitoring and staff review meetings. Regular review meetings with line managers identify additional specific needs on an individual basis, so that staff are enabled to attend external workshops and conferences where appropriate.

14. Key areas of focus for training and development include:

    14.1. Role specific capabilities

    14.2. Use of technology

    14.3. Quality assurance processes

    14.4. Appraisal

OVERSIGHT AND REVIEW

15. The College is committed to making its staff aware of the type of collaborative relationship the College has with each of its awarding bodies and to seeking opportunities to work with partners to ensure ongoing understanding, updating, and communication of existing requirements of partners and quality agencies.

16. Academic Board is ultimately responsible for the oversight of faculty training and development matters which arise from the following (updated and set out in more detail in the Staff Training and Development Programme and associated documentation):

    16.1. Faculty meetings

    16.2. Student:Staff Liaison Committee meetings

    16.3. Degree-awarding bodies quality assurance meetings

    16.4. Academic review and end-of-probation meetings

    16.5. Annual monitoring meetings

17. Resources for these reviews will include (but not be limited to):

    17.1. Student:Staff Liaison Committee minutes

    17.2. Student programme and course surveys

    17.3. Peer review feedback

    17.4. Partner liaison feedback

    17.5. Assessment results

    17.6. External Examiners' reports

    17.7. Annual monitoring reports

    17.8. Subject Benchmark Statements

    17.9. Publications and events from the Higher Education Academy and other quality assurance institutions

18. All of the above is informed by an emphasis on teaching and learning enhancement, in line with the central mission of the College.

19. ExCo is responsible for reviewing the professional elements of the Staff Training and Development Programme on an annual basis, information for this review derives mainly from staff review meetings but also from feedback and conversations held with HR.

Title: Staff Training and Development Strategy Approved by: Academic Board/Executive Committee					
Version number	Date approved	Date published	Author	Location	Proposed next review date
2.1	July 2019	July 2019	HROM	NCH Academic Handbook/strategies	January 2020
2.0	February 2018	April 2018	HROM	NCH Academic Handbook/strategies	January 2020
1.0	September 2014	September 2014	HROM	NCH Academic Handbook/strategies	July 2017
Referenced documents	Staff Training and Development Programme, Reviews (Staff Handbook); Academic Promotion Policy				
External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access; Assessment; Concerns, Complaints and Appeals; Course Design and Development; Enabling Student Achievement; External Expertise; Learning and Teaching; Monitoring and Evaluation; Partnerships; Student Engagement				