

Estu Academy

Staff Professional Development Policy

Know Practice Do

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Introduction

This policy applies to all staff and has been revised considering the following:

- Developments in Estu Academy vision, mission and Strategic & Development Plans
- Our commitment to continually improve our staff's knowledge and skills to ensure Apprentices and Employers receive highest quality training and teaching
- SAR, lesson observations, Performance Reviews and Ofsted requirements

Our mission is to develop the skills, techniques and behaviours of all apprentices and support them in introducing these into the workplace. We provide this through not only direct coaching and teaching but also by working in partnership with the employers to offer a bespoke learning experience tailored to the organisation. This is delivered through apprenticeship standards.

To achieve our mission, we have commitment to the continual development of our staff.

Our key values and beliefs are:

- We put the success of our Apprentices at the heart of everything we do
- Set high standards for ourselves and our Apprentices
- Embrace diversity and inclusion
- Ensure all staff, apprentices, employers and visitors are welcomed into a safe, positive and professional working environment
- Commitment to team work, sharing good practice and partnerships
- Promote fairness, openness and transparency
- Support the development of professional and personal skills to enhance career prospects and develop excellent working communities

Staff development philosophy

Our staff represent who we are as an organisation and we pride ourselves on giving our staff the best support and resources to enable them to deliver to the highest standards. Our staff receive feedback of their teaching on a regular basis through:

- Our Observation of Teaching Learning and Assessment (OTLA) process
- Utilising our Recruitment and Selection policy
- Monthly 1-2-1 reviews
- Quarterly standardisation meetings
- Apprentice feedback
- Employer feedback
- Peer reviews

This is to ensure they maintain high standards of teaching.

Each member of our team is trained to exceptionally high standards and have years of experience in delivering high quality coaching. All our staff have achieved or working towards the following:

- Level 3 Diploma in Teaching and Training with progression onto:
- Level 5 Diploma in Teaching and Training

In addition to having:

- Enhanced DBS (CRB) Clearance
- Safeguarding
- PREVENT
- Industry specific qualification/experience

We also ensure that our tutors are made aware of changes and developments within their industries, through the registration with appropriate forums and Trade Bodies related to their sector area of expertise, in addition to seminars, and updates by regulatory bodies. The nature of the sectors we deliver in is that there are continually new approaches and techniques. We proactively support employees to continually improve teaching and knowledge, skills and performance encouraging staff to attend sector specific events, subscribe to sector forums and periodicals and complete 30 hours of sector specific CPD every year. We also work closely with our End-Point Assessment Organisations to ensure our delivery reflects the requirements of the assessment plans. We are passionate in specialising in the sector specific areas that we deliver in, and our commitment to CPD for all employees is paramount to this success, and is at the foundation and core of all of our delivery.

We continually measure feedback to ensure our Apprentices and their Employers are provided with training which is regularly assessed and evaluated which may mean changes in the way in which we develop and support our staff. We also have internal Ofsted assessments for our staff to ensure they keep the high-quality delivery for all.

We recognise that our employees are our most important asset and that their skills and motivation are crucial to our success and therefore places a high priority on providing opportunities for the training and development of staff in order to raise standards of practice and improve the quality of Apprentices and Employers experiences.

All employees will be supported to receive appropriate training and development in order to meet these aims and to support changes in procedures, curriculum, technology or individual responsibilities. An effective training and development policy can be a crucial factor in addressing inequalities in employment in relation to race, age, gender, gender identity, disabilities, sexual orientation, religion or belief and employment status.

Training will be carefully planned and controlled to ensure that staff receive training of the right quality, that is relevant to their job function and appropriate in terms of content, method of delivery and accessibility.

Identification of staff development needs

Development requirements will be discussed and agreed as well as training targets with their manager. These targets will be designed to enable Estu Academy to meet its strategic objectives and will be reviewed on a minimum of an annual basis.

This will not be the only occasion when staff and their line managers discuss their development needs – it will be a continuous process. Managers and employees are jointly responsible for planning and ensuring achievement of staff development targets through the job review process.

Some staff development needs will be identified as a result of lesson observation and development plans will be implemented effectively where required.

The Quality Team and mentors will give advice on the best way to meet targets and development needs arising from performance reviews or lesson observation. In addition, any of the staff may identify development needs where appropriate.

Estu Academy require our employees to have the skills and knowledge to enable it to meet its strategic objectives. In addition to meet needs identified by individuals, our staff development plan therefore takes into the account the following:

- Estu Academy values and strategic objectives
- The statutory requirement for our tutor to be suitably qualified
- Requirements set by awarding bodies and other agencies
- Any requirements for core competencies
- Professional, vocational and workplace updating
- Any requirements for organisational change
- Operational, team or personal performance requirements
- Self-assessment and action planning at organisation, team or individual level
- The need for staff to be updated on relevant legislation and government and local ESFA requirements

Staff development planning

Staff development needs identified at individual performance reviews are prioritised by managers to form a plan for their area, recorded at the end of the annual cycle of performance reviews mapped to the strategic themes and improvement plan. These, with the organisational needs and SAR Improvement Plan, determine our Staff Development Plan which is compiled annually by the Management Team. The plan is then submitted to the Senior Management Team (SMT) for approval who will prioritise the themes and the budget allocation according to needs.

The main themes in the Staff Development Plan will vary each year depending on strategic priorities, national and local policies and this will impact on the content of the staff development programme offered internally to staff to meet our needs and the allocation of staff development resources as support for staff development from the budget. The Plan is updated during the year to include newly identified needs.

Employees are encouraged to take overall responsibility for their own continuing professional development. Our staff and tutors are responsible for maintaining a record of CPD which they submit annually.

Responsibilities

All Staff:

- It is the responsibility of all staff to plan and manage their own career development.
- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken.
- Each year all staff are involved in the Improvement Planning process and Performance Management. With the support of their line managers they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.
- When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target.
- When attending an external PD course staff are expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to their line manager soon after the course. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by their line manager
- Tutors are required to maintain their knowledge of their sector specific area of expertise and implement updates and changes to apprenticeship delivery to keep learning current and in line with the Apprenticeship Standards requirements and End Point Assessment Plan
- Tutors are required to hold Industry recognised registrations and identify appropriate training

Line Managers

All line managers are responsible for:

- Assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes to ensure that tutors make the required identified improvement in their teaching and training to develop their skills further to ultimately improve their performance
- Ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan and are tailored to each individual staff member, considering the customer groups, apprentices etc. they will engage with and the organisations that may also have a vested interest in the delivery of service.
- Monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- Evaluating the effectiveness of PD in supporting Improvement Targets
- Supporting the Managing Director in organising PD activities relating to their area of responsibility, including those that take place during Development days.

Directors/Strand Leads:

In addition to the PD responsibilities of Line Managers, Directors will:

- Monitor the PD Plan for those subjects and areas within their directorate
- Ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan
- Assist the Managing Director responsible for PD in prioritising PD needs to
- Ensure that the limited PD budget is applied to the greatest effect
- Once the PD budget has been allocated in the PD Plan, Directors will support the Managing Director in communicating the details of the PD Plan to all Estu Academy staff
- The efficient and effective application of the PD budget to the training needs of all staff within Estu Academy for all PD undertaken during Development Days
- Assisting staff in identifying the most efficient and cost-effective method of achieving PD
- Maintaining a database of PD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- The production of an Annual Report on the PD Plan and all PD undertaken in Estu Academy with a review undertaken to inform the next years PD plans and targets
- Ensuring the PD plan is fully implemented within the limits of the PD budget
- Respond to the PD needs identified in the Improvement Plan and Performance Management in the production of a draft PD plan to enable the Managing Director supported by the Directors responsible to allocate the PD budget effectively and efficiently
- Anticipate expertise required for new sector areas proposed with key staff identified for upskilling or identification of new skills required.

- Ensure that all staff have access to in work mentoring as part of their induction process, and then on an annual basis to share best practice as part of our standardisation process.

Access & Storage

The Policy is found on the shared drive in the Estu Academy Shared Drive and is available to all staff and externally via our website.

Revision History

Version No.	Date	Amendment
1	Aug 21	Policy Creation as former policy was insufficient and lacked detail
Next Revision Date (12 months or when significant change)	Aug 21	

Authorisation	
Signed:	
Print:	Paul Conroy
Date:	10 August 2021
Position:	Managing Director