

# UNIVERSITY OF ABERDEEN

## POLICY ON STAFF DEVELOPMENT AND TRAINING

### 1 STAFF DEVELOPMENT

Staff development, which includes all aspects of training, is one of the elements of the University's overarching Human Resources Strategy. The aim of this strategy and its supporting policies and procedures is to provide a working environment in which staff are able to maximise their performance, commitment and contribution to the aims of the University.

Staff development is the term used to include all activities, which are undertaken by and for staff in order to maintain, up-date and enhance their work related knowledge, skills and capabilities.

### 2 THE PURPOSE OF STAFF DEVELOPMENT

The purpose of staff development and the Staff Development and Training Policy is to link staff, their performance and development to the achievement of the University's operational and strategic objectives and its commitment to continuous improvement and excellence.

### 3 GUIDING PRINCIPLES

The following principles guide the Staff Development and Training Policy and apply to all aspects of staff development and training activity delivered both centrally and by individual academic or support areas. There is an institutional commitment to staff development and training.

All employees regardless of age, grade, gender, disability or ethnic background or nature of their contract of employment are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.

Staff are required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Staff development and training is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.

Formal processes, induction, appraisal and training needs analysis are used at the individual level and staff development and training planning takes place at the institutional level.

Accountability for staff development and training rests with management at every level.

Staff development and training provision will be evaluated and reviewed to ensure that it is adequate, relevant, effective and provides value for money.

## **4 PRIORITIES FOR STAFF DEVELOPMENT AND TRAINING**

Identified strategic priorities for staff development and training, in the short to medium term are:

- Staff development and training for teaching
- Staff development and training to support research and commercialisation
- Leadership and management development
- Best practice in the management of people
- Enhancing service delivery.

Staff development and training priorities will be regularly reviewed by the Joint Court/ Senate Staffing and Development Committee, which has responsibility for staff development and training policy.

### **4.1 Development Plans**

Colleges and the Support Services will be required to prepare training and development plans, which will reflect the achievement of academic and operational plans and the outcomes of the appraisal processes for different categories of staff.

These plans will be approved and reviewed annually by the Staffing and Development Committee.

Heads of Colleges and the Support Services will plan and manage the provision of staff development and training within their Colleges and Support Services.

### **4.2 Training Records**

Training records will be maintained by Colleges and Support Services, subject to data protection requirements.

## **5 FUNDING POLICIES**

The University's central budget for staff development and training is administered by the Staffing and Development Committee. These funds are allocated to support the University in the achievement of institutional objectives. Funding is not available for individuals. Individuals are required to consult their Managers regarding the availability of funding. Funding responsibility for training under the Animals Scientific Procedures 1986 Act rests with the College of Life Sciences and Medicine.

### **5.1 Charges for Training**

Charges are not imposed for attendance at courses funded from the Central Staff Development budget. However, individuals who have booked a place on a course and who then do not attend the course, with the exception of illness and other mitigating circumstances, will be charged the full unit cost of that training.

This policy document was approved by the University Court at its meeting on 1 July 2003.

## **6 REVIEW OF THE POLICY**

The Staff Development and Training Policy will be revised and up-dated every three years.