

HR Policy/Bylaw: Staff Learning and CPD

1. STAFF DEVELOPMENT DEFINITION AND FUNCTION

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.

Staff development, which includes all aspects of training, is one of the elements in the enabling objectives which support the institution to achieve the academic aspirations which are detailed in the Institutional Strategic Plan. The institution aims to support a diverse population of high-quality staff and is committed to providing all members of the institutional community with the opportunity to develop and enhance their careers. A key aim is to create a working environment in which staff are able to optimize their performance, commitment and contribution to the aims of the institution.

2. THE PURPOSE AND AIMS OF THE STAFF DEVELOPMENT POLICY

The purpose and aims of staff development and the Staff Development Policy is to link staff, their performance, development and contribution to the achievement of the institution's mission, vision and KPIs.

3. GUIDING PRINCIPLES

- The following principles guide the Staff Development Policy and apply to all aspects of staff development activity delivered centrally, by individual academic or professional services areas and by external consultants.
- There is an institutional commitment to staff development and to creating and encouraging an environment which is favourable for development.
- All employees are expected to undertake staff development and training, which is viewed as a continuous process throughout employment.
- AFG is subject to a number of statutory regulations and consequently staff must be trained to an appropriate level for the roles which they occupy in order to perform their duties legally in the best interests of themselves, others and the University. Participation in certain aspect of staff development will therefore be mandatory.
- 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 is an obligation for line managers who are responsible for identifying individual training and development needs and supporting and encouraging staff.

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 and learning and to ensure that both the staff and the student experience is second to none;
- Staff development and training to support our mission and vision
- Enhancing service delivery;
- Supporting and enabling members of staff to receive appropriate Continuous Professional Development in their area of expertise;