

Staff Development Policy

Version 2.0

This document sets out the Staff Development Policy for Magic Beans Group Limited

Document Responsibility	CEO		Created	11/01/2022
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Policy Statement

Magic Beans Group is committed to the continuing professional development of all staff, viewing staff development as critical to the success of the organisation and the individual. As a learning provider we recognise the need for lifelong learning and the development of individual potential as an integral part of our culture. Staff development is one way in which Magic Beans Group is responsive to changes in user needs, curriculum content and delivery, working practices and workforce skills. Staff development therefore focuses on improving or extending the ability of staff to undertake successfully, existing, new, extended, or modified roles within Magic Beans Group and to ensure continuous professional development which further supports the success of our provisions and learners/apprentices.

Scope

All staff will be included in the staff development programme, participating in activities appropriate to their business objectives. Participation in activities of corporate importance/high priority will be expected of all staff. Every effort will be made to ensure that scheduled activities are accessible to all staff.

General Principles and Values

It is essential that the staff development framework is robust, ongoing, and flexible enough to meet the needs of Magic Beans Group and the individual. The values and principles that underpin this policy are as follows;

- Focuses on raising standards for the learner by supporting staff to achieve.
- Encourages the development of learning and reflective practice.
- Encourages the development of professional autonomy and expertise.
- Structured and ongoing process that starts with the recruitment and selection of employees and continues throughout employment within Magic Beans Group and until the staff member leaves our employment.
- Focuses on the continuous improvement of performance.
- Recognises the need for individualised, differentiated CPD.
- Acknowledges the wide variety of ways that staff may engage in CPD, including informal, work-based and experiential learning.
- Supports the development of employees in all areas and at all levels.
- Demonstrates that Magic Beans Group values and invests in staff.
- Stimulates new and creative approaches to training and development.
- Supports the promotion of Equality and Diversity in its implementation.

Purpose

The purpose of staff development is to provide a continuous professional development framework that will:

- Respond to the needs and priorities of Magic Beans Group.
- Support Magic Beans Group's commitment to raising standards for learners/apprentices.

- Ensure the efficient and effective integration of new staff and those promoted into their role within Magic Beans Group.
- Enable all staff of Magic Beans Group to develop skills and expertise that is relevant to individual needs and that can be incorporated into their practice.
- Respond to local and national targets and reflect other local community and national priorities and initiatives.
- Include clearly identified and systematic procedures for short, medium, and long-term evaluation consistent with Magic Beans Group's commitment to self-assessment and quality improvement.
- Promote the dissemination of good practice.
- Equip staff to cope effectively with changes in technology and practice within Magic Beans Group.
- Encourage career development.
- Support the development and retention of a high quality, well qualified and flexible workforce.
- Ensure value for money within the staff development programme and activities.
- Comply with legal requirements such as safeguarding, child protection, health and safety, equality and diversity and CPD.

Identification of training and development needs

Organisational and individual training needs are identified through a range of sources that include:

- Quality improvement plans deriving from self-assessment findings and target setting arising from self-assessment.
- Observation findings
- Findings from external reviews/audits/inspections such as Peer Review, Ofsted, Matrix.
- Appraisals
- Feedback/requests from staff and managers
- Legislative requirements
- Other emergent needs and changes

All planned and approved training and development will need to be considered within the financial and resource constraints of Magic Beans Group.

It is important that staff training, and development is part of an organisational wide view that ensures that economies of scale can be considered when purchasing/accessing training and that feedback can be appropriately directed.

Programmes of CPD activities should be planned based on strategic planning cycles with an annual programme of activity planned to implement requirements.

It is accepted that recognition should be given to the need for varying lengths of CPD cycles.

Prioritisation of Training Needs

It is highly likely that demand for training is likely to exceed resources available.

The following criteria will be applied when determining the priority of training requirements:

- Highly likely to have a demonstrable and positive impact on learners/apprentices.
- Required to meet mandatory legislative requirements.
- Will have a clear and demonstrable impact on the overall effectiveness and quality of provision.
- Essential for meeting strategic and operational priorities.
- Breadth of coverage (how many people/areas will this training have an impact on)

Roles and Responsibilities

Staff are expected, with the active support of management to take responsibility for their continuing development and lifelong learning. Managers should ensure that they prepare individuals for the training and development activities which they undertake, and that staff are given time and appropriate time to consolidate their learning.

Managers should also assess the impact of such learning on performance in order to monitor the effectiveness of such provision for Magic Beans Group and the individuals.

All staff should be made aware of their rights and responsibilities within this policy.

It is important that training is not seen as synonymous with attendance at a course or conference, and in considering effectiveness, efficiency and value for money, a wide range and scope of methods of accessing learning should be considered.

These might include, but are not limited to:

- Internal training
- External training
- Courses (internal and external)
- On the job training
- Coaching/mentoring
- Lesson observations/pre-post observation meetings and feedback
- Peer observations
- Work shadowing
- Visits to other organisations/providers
- Distance/open learning
- Peer review and development activities
- Self-directed learning
- Team working/meetings
- Professional body membership

The primary responsibility for improving an individual's performance rests with the individual and their manager in a partnership which bridges the performance needs of the organisation and their personal and professional development. In addition to this, the impact of training and development activities on improving organisational performance will need to be robustly monitored and evaluated.

In order that the most effective method of training can be identified, the manager and employee must:

- Clearly identify what they want the training to achieve in terms of improvements in skills or knowledge or in terms of behaviour or practice
- Identify how they will jointly assess the effectiveness of the training
- Examine the range of options that may be available to fulfil the training needs to ensure that the most effective economic and efficient method is used
- Regard training as an investment and treat it as such

Effective monitoring and evaluation systems are established in order to:

- Ensure the staff development programme is effective in meeting its stated purpose and objectives.
- Inform decision making.
- Improve cost efficiency.
- Help optimise resources.
- Assess progress towards individual goals and targets.
- Improve performance at work.
- Improve the effectiveness of training and development activities.
- Assess responsiveness and flexibility.
- Give feedback to participants and providers.
- Ensure inclusion and equality of opportunity.

Evaluation of staff development occurs via:

- Post activity evaluation.
- Post activity de-briefing.
- Completed evaluations online.
- Measurements of the impact on work practices.
- Appraisals.
- Self-assessment processes.

Staff may be required to provide feedback and dissemination to colleagues on training and development undertaken either through team meetings, reports, or staff development training events.

Quality Assurance of Staff Development

It is expected that any staff development activity accessed or provided through Magic Beans Group should be of very high quality and meet the standards and expectations that Magic Beans Group sets for its own staff. This applies particularly to the quality and effectiveness of teaching, training, and learning activities, health and safety, safeguarding and equality and diversity.

The quality of staff development provision will be assessed and monitored through a range of processes that include the evaluation processes identified above and, in addition to this; feedback will be gained through staff development focus groups and observations of internal training and development sessions. Where provision is considered unsatisfactory in terms of meeting required standards, Magic Beans Group will seek alternative sources of training and development. This applies to internal and external provision.

Policy Revision and Review

Version No	Revision Description	Section	Date of Revision	Approved By
2.0	Policy Format Update	All Policy Update	24/02/2023	Managing Director