



P5 S9 Staff Learning and Development Policy



Ownership:	Managing Director, Academic Manager	
Author:	Managing Director	
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PURPOSE AND POLICY CONSIDERATIONS

Forus Training is committed to the support and promotion of staff development and training. Forus Training is committed to creating an environment that encourages staff development. It is recognised that the development of a broad range of skills and interests brings both individual and organisational benefits.

SCOPE

The Staff Learning and Development Policy is a training centre wide policy that applies to all members of staff. Staff Development comprises training and learning initiatives aimed at developing an individual's qualifications, knowledge and skills base for the performance of duties and for their personal growth and development. These initiatives may include pursuit of higher qualifications, research activities, participation at conferences and seminars, membership of professional bodies, external networking, internal networking, succession planning, sabbaticals, industrial placement, skills dissemination, formal learning exchanges, training courses and other mechanisms which facilitate continuous professional development.

POLICY STATEMENT

Forus Training interprets staff development as referring to all categories of staff. It recognises that the efficient and effective functioning of the company depends on its support and provision of staff



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development activities for academic and non-academic staff alike at all levels.

DEFINITIONS

Staff development:

Policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency of both the individual and Forus Training.

PROCEDURES AND PRACTICES

Staff development activities should contribute to the achievement of Forus Training's strategic goals and objectives. All staff members are encouraged to participate and engage with staff and career development activities and should take responsibility for their own learning, to develop personal goals and to record and reflect on their own development. Some staff development activities are mandatory as a consequence of employment agreements. The managing director recognises the value of staff development and the benefits it brings to the individual and to Forus Training. The Managing Director supports staff members in achieving their training and development objectives through the allocation of time, facilities and other resources, as appropriate. Staff development is most effective when the individual member of staff takes responsibility for his/her own development. However, all staff should be given appropriate support and encouragement and allocated reasonable time and resources for this purpose.

It is a requirement of Forus Training that staff and trainers attend relevant CPD training annually (Minimum 3 days). This may comprise formal and informal methods and must include both andragogical and technical (subject matter) skills.

Updating Teaching and Learning Skills	Subject Area CPD
Quality Management Systems	The purpose of this award is to equip the learner with the knowledge, skill and competence to evaluate and apply requirements specific to a documented quality management system.



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Training & Learning Online	The aim of the course is to provide Trainers with the knowledge and skills needed to deliver effective online learning. This course also outlines the various pedagogical theories which guide the use of technology in blended or online programmes.
Data Protection Skills (GDPR)	This programme module aims to equip the learner with the knowledge, skill and competence to develop standard and, measure performance in order to operate in a Data Protection Role: <ul style="list-style-type: none"> ● Session 1 - All about Personal Data ● Session 2 - The Right Circumstances ● Session 3 - Principles ● Session 4 - Data Subject Rights ● Session 5 - Data Security ● Session 6 - Data Breaches ● Session 7 - Roles and Responsibilities ● Session 8 - Transferring Data
Technology as a tool in teaching	Gaining further qualification in subject specialism
Mentoring new trainers	Membership of a professional body
Acting as an observer in Peer Reviews	Presenting at conferences
Formal education on teaching and learning	Annual Forus Training Trainer Training Day
	Reading and reviewing books or journal articles
	Planning / Running a staff / peer CPD activity

ROLES AND RESPONSIBILITIES

The Managing Director has a responsibility to help his/her staff to develop their performance and effectiveness. The development of individual potential and career advancement are inevitably linked and the aims and objectives of Forus Training. Staff development activities should be actively encouraged



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and supported. These might include, for example, study leave, seminars, conferences, secondments, technical skills updating, joint research, mentoring, rotation of specific duties, etc. The staff members at Forus Training also need to be educated on the most effective methods that can be used so that the learners can learn and progress. It is the responsibility of all staff to engage with and participate in continuous professional development activities.

PERFORMANCE MANAGEMENT

Arrangements and mechanisms that aim to assess their performance, promote development, and address any instances of underperformance.

Performance Review Process: A structured process is established to conduct regular performance reviews for programme staff. This process outlines the frequency, format, and key steps involved in evaluating their performance.

Performance Criteria: Clear performance criteria are established, outlining the expectations and standards against which the staff members' performance will be assessed. These criteria are often aligned with the goals, objectives, and values of the organisation or educational institution.

Performance Evaluation: Managers or supervisors conduct performance evaluations based on the established criteria. They assess the staff members' performance by reviewing their accomplishments, skills, competencies, and adherence to relevant policies and procedures.

Feedback and Coaching: Constructive feedback is provided to programme staff based on the performance evaluation. This feedback highlights strengths, areas for improvement, and specific actions or strategies for enhancing performance. Coaching and guidance may be offered to support staff development.

Development Plans: Development plans are formulated collaboratively between the staff member and their supervisor. These plans identify areas for improvement, set goals, and outline strategies and



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resources to enhance performance and professional growth. Training, mentoring, or other development opportunities may be recommended.

Performance Improvement Process: In cases of underperformance, a formal performance improvement process may be initiated. This process typically involves setting clear expectations, providing support, monitoring progress, and establishing a timeline for improvement. Regular feedback and coaching are provided to help the staff member meet the required standards.

Recognition and Rewards: Mechanisms for recognizing and rewarding outstanding performance are implemented to motivate and incentivize programme staff. This may include acknowledgments, bonuses, promotions, or other forms of recognition based on performance achievements.

Documentation and Record-Keeping: Accurate documentation of performance reviews, evaluations, feedback, development plans, and performance improvement processes is maintained. These records serve as a reference for future reviews and help track the progress of staff development.

RELATED DOCUMENTS

[P5 Human Resources Policy](#)

[P5 S10 Workable Improvement Procedure](#)

[P5 S4 C2 Job Descriptions - Roles and Responsibilities](#)

[P5 S10 C1 Trainer Code of Conduct](#)

[P5 S6 C1 Trainer Handbook](#)

[P5 S19 C1 CPD Register](#)

CONTACT INFORMATION



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Lisa O'Connell

Head of Centre

044 934 9400

lisa@forustraining.ie



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Amendment History			
Amendment summary sheet			
Revision	Date	Amendment summary	Training Requirements
	01/05/2020	Initial release	Read and Review
001	14/10/2021	Updated CPD table of information	
002	30/04/2022	Reviewed and approved by QA Officer	Circulated to staff.