

CANTERBURY COLLEGE POLICY ON STAFF DEVELOPMENT

Staff Development is essentially about improving the efficiency, effectiveness and quality of learning by students and other customers and should therefore focus on improving or extending the ability of staff to undertake successfully, existing, new, extended or modified roles within the College.

It is the policy of Canterbury College that the Staff Development framework will offer and support a range of activities which:

- 1 Respond to the particular needs and priorities of the College.
- 2 Enable all staff of Canterbury College to develop skills and expertise which will be relevant to their individual needs and which can be incorporated into their practice.
- 3 Reflect the College Curriculum Development priorities identified in the Strategic Plan.
- 4 Accommodate and reflect local community and national priorities.
- 5 Promote awareness of staff to staff development consistent with the College's Equal Opportunities policy.
- 6 Include clearly identified and systematic procedures for short, medium and long term evaluation consistent with the College's commitment to Total Quality Management
- 7 Will be coordinated by the Staff Development Officer.

The policy as stated will be implemented in the following way:

- 1 By responding to the particular needs and priorities of the College
 - 1.1 The identification of needs will be established through consultation with programme managers, course teams, and course and theme reviews.
 - 1.2 Priorities will be identified with reference to the College Education and Training Plan and the key targets, mission statement and aims stated in that document.
 - 1.3 The needs and priorities will be categorised with reference to all staff groupings within the College and these will be incorporated into a Staff Development Plan.

- 2 **By enabling the staff of Canterbury College to develop skills and expertise which will be relevant to their individual needs and which can be incorporated into their practice.**
 - 2.1 The identification of needs will be established through the appraisal process and individual discussions with staff and their line managers
 - 2.2 Their needs will be categorised with reference to all staff groupings within the College and these will be incorporated into a Staff Development Plan.
- 3 **Reflect the College Curriculum Development priorities identified in the Strategic Plan**
 - 3.1 Needs will be identified with reference to the Strategic Plan and other developments which are undertaken.
 - 3.2 Needs will be categorised with reference to all staff groupings within the College and will be incorporated into a Staff Development Plan.
- 4 **Accommodate and reflect local community and national priorities**
 - 4.1 Local community priorities will be identified in consultation with Faculty areas
 - 4.2 National priorities will be assessed and identified by the relevant Directorates and Faculties and fed through into the strategic Staff Development Plan
- 5 **By promoting awareness of staff to staff development consistent with the College's Equal Opportunities policy**
 - 5.1 The College will be committed to the Investors in People
- 6 **Include clearly identified and systematic procedures for short, medium and long term evaluation consistent with the College's commitment to Total Quality Management**
 - 6.1 Appropriate data will be collected.
 - 6.2 Quality and effectiveness of provision will be related to quantity and cost.
 - 6.3 What is to be evaluated and how will be defined.
 - 6.4 The monitoring evaluation and review processes will be integrated into the plan.
- 7 **Will be coordinated by the Staff Development Officer**
 - 7.1 This will be coordinated by the Staff Development Officer