



**NTIA**

## Development Policy

# Development Policy

## 1.0 Purpose

The purpose of this policy is to provide support, advice and guidance on the development opportunities open to employees of NTIA. The aim is to encourage the maximum utilisation of employees' potential towards the achievement of business objectives and improve the service delivery throughout the academy.

## 2.0 Scope

This policy refers to all permanent and temporary employees working under a direct contract of service with NTIA. This policy does not apply to the following:

- Individuals employed on a "casual worker" basis (e.g. Student Ambassadors)
- Agency staff
- Contractors and subcontractors
- Consultants
- Any other staff employed via an external establishment

## 3.0 Policy Statement

It is the policy of NTIA to ensure that all employees are trained and developed in order to satisfy statutory Ofsted requirements, professional standards, the strategic objectives, and the team and individual operational objectives.

Training and development needs will be continually identified with individuals through discussion with their manager and through formal processes such as their annual Performance Review, probation interviews and quality audits. It is the responsibility of both the individual and their manager to ensure that they have appropriate training and development plans. These are designed to increase the contribution to the business and to enhance their skills and knowledge.

## 4.0 Staff Development Plan

NTIA mission statement and strategic objectives will be communicated to staff via the production of annual strategic plan. Staff development needs will be identified against both the strategic aims of the business and the operational objectives of teams and individuals. Managers will agree with each employee a personal development plan during the annual Performance Review / appraisal exercise. All managers will review the plan and performance in the job on a regular basis and identify further training needs as appropriate. Managers may also seek advice or guidance from the Human Resources team.

A copy of the Personal Development Plan and any subsequent identified needs to be sent to Human Resources for recording purposes. The Staff Development Plan will be reappraised annually based on current staff needs.

Development needs may also be identified throughout the year using methods such as:

- Research and development (e.g. new product development, complaints, student achievement etc.)
- Staff attitude survey/questionnaire
- Observation grade profiles
- Skills analysis
- Problem based analysis

## 5.0 Internal Training

There are a number of ways in which staff development is provided internally, these include:

### 5.1 Sector Specific and Occupational Training

It is recognised that the majority of development occurs within the normal working environment - where staff receive operational training, coaching, detailed procedural guidance and day-to-day advice. All staff must receive the necessary training in order to conduct this function in a professional and effective manner.

### 5.2 Induction

All new employees will receive a NTIA Induction and a localised area induction programme. These will be supported by induction checklists and will include certain legal requirements, information on for example the terms and conditions of employment as well as sector area information. Within four weeks of appointment, new employees must all complete the online Induction training courses such as safeguarding, prevention and health and safety.

### 5.3 Projects/Secondments

From time to time we may arrange for employees to work on projects or to spend a short time working either in different areas of the business to support the development of the employee as appropriate. A suitable plan of work will be agreed in advance with the Director or Managing Director.

### 5.4 In-house Training Courses

A programme of internally run training and development activities will be produced by the Managing Director and the Human Resources Manager following the compilation of identified training needs resulting from the annual Performance Review process and the strategic business plan. The programme of development activities will be circulated to senior managers and may also include training connected to business initiatives such as new products and development planning, Matrix awareness, Ofsted updates to mandatory legislative requirements. All employees who attend internal training courses will be asked to complete a course evaluation.

### 5.6 Development Role

This is an agreed programme of development where staff are actively encouraged to develop their job roles. This may involve internal secondments, taking on new responsibilities or deputising for their managers as a method of developing skills in a structured manner where objectives are set and learning is evaluated.

## 6.0 External Training and Short Course development STOP

### 6.1 External Training Courses, Conferences, Workshops and Seminars

Managers may propose that an individual attend an event, or individuals may apply to attend an event, providing support is given from the manager and appropriate funding is available within the current budget. Advice on external courses, their availability, appropriateness and comparative cost must be evaluated by the Managing Director of HR Manager.

Each sector area is responsible for booking all external-training events and associated accommodation (if requested) as required by their staff. The cost of all such training and associated costs is the responsibility of the Managing Director or HR Manager.

Employees attending external training events will be required to complete an application form and a course evaluation on return to work (These can be found on the google drive under Staff Development. Both forms are to be submitted to the Staff Development Manager.

### 6.3 Industrial Secondments

Staff will be encouraged to take advantage of attachments to external companies where this can be shown to be of benefit to the individual and NTIA. The member of staff should agree objectives with the external company and NTIA prior to the secondment taking place and must complete an evaluation against these objectives after the secondment. A copy of the learning objectives and evaluation must be sent to HR for recording purposes.

### 6.4 Away Days

"Away Days" may be taken throughout the year so that staff may visit professional practitioners or other training companies or colleges in order to broaden their knowledge and/or experience. The dates and subject matter should be agreed with the Line Manager in advance. A review of the learning experience will take place with the Line Manager, possibly in written form, following the individual's return to work. A copy of the learning objectives and evaluation must be sent to HR for recording purposes.

## 7.0 Training log/ records

The HR team will maintain all electronic training records for all staff. This record summarises training requirements, internal training completed, and external courses attended. The records are updated at appropriate stages e.g. on completion of induction training or on receipt of additional training. It is the responsibility of all employees to ensure that all relevant information is forwarded and is captured on their e CPD logs to HR at the earliest opportunity following completion of the training. Training records will be required by external bodies such as Ofsted and Matrix and IIP.

## 8.0 Key responsibilities

All staff referred to within the scope of this policy are required to adhere to its terms and conditions. The ultimate responsibility for development lies within a partnership created between the individual employee and his/her immediate manager. The role of the HR is to support this responsibility through the provision of training services and specialist advice.

Individual managers are responsible for ensuring that this policy is applied within their own sector area. Any queries on the application or interpretation of this policy must be discussed with the Human Resources team prior to any action being taken.

The Human Resource team has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy can only be implemented with the approval of the HR Manager.