



Registrar and Secretary's Office

Staff Development Policy and Framework

INTRODUCTION

Staff development is a partnership between the university, The Registrar and Secretary's Office (RSO) and its individual staff members. Its purpose is to ensure that each member of staff is provided with the skills and learning to enable them to play their part in meeting the objectives of the team in which they work, the overall RSO and the university, as described in Leeds Met Vision and Character. Staff development also has an important role to play in the personal and career development of the individual.

In determining a staff development policy it is essential not only to ensure that all staff have equality of access to development opportunities within the resources available but also to ensure that those resources are committed where the need of the office and University is greatest.

MANAGEMENT OF STAFF DEVELOPMENT

The Registrar and Secretary is responsible for the staff development budget and for strategic and policy decisions.

Each RSO Manager or Team Leader has a discretionary budget for which they are responsible. The discretionary budget is intended to pay for seminars, conferences, internal staff development and short courses.

The Registrar and Secretary will nominate a member of RSMT to oversee all aspects of the implementation of staff development and practice.

The Registrar and Secretary's Office will maintain a Staff Development Working Group which will advise RSMT.

The Registrar and Secretary will appoint a Staff Development Co-ordinator to support the RSO staff development services and to co-ordinate the RSO contribution to the annual University Staff Development Festival.

The RSMT will review the staff development strategy and supporting framework on a regular basis.

STAFF PERFORMANCE AND DEVELOPMENT REVIEW

It is regarded as essential that performance and staff development is planned and evaluated as part of a tailored personal and professional development programme. Each staff member is required to participate in and conform to the University Performance and Development Review (PDR) process. If staff do not participate then their needs cannot be assessed. Each staff member will have at least two discussions with their manager or his/her nominee per year and progress should be reviewed on a quarterly basis, against their agreed performance and development objectives and Leeds Met Attitude, Character and Talent (ACTs).

RESOURCING STAFF DEVELOPMENT

In order to manage a finite staff development resource it is necessary to prioritise access to development opportunities. Accordingly the release of staff and the funding of staff development are subject to the following guidelines:

General

Staff will only be eligible for discretionary development opportunities if they participate in the staff Performance Development Review process.

Budget

The departmental staff development budget will normally be used to support staff who are seeking to undertake accredited learning opportunities at degree, post graduate or professional level.

Local discretionary budgets will normally be used to pay for seminars, conferences, internal staff development and short courses.

Funding Learning

If a member of staff is required to undertake training, attend a conference or similar, or if training is offered through the university staff development programme then the RSO will normally support all training costs.

If a member of staff wishes to undertake a qualification that is relevant to their job or professional development but is not considered to be essential training then the RSO will fund up to 50% of the cost of tuition and exam fees. The additional cost, and that of books and materials, must be met by the learner.

If a member of staff wishes to undertake a qualification which is not relevant to their job, professional development or to the RSO, the cost of that course will not normally be supported.

In the event of a member of staff (who is undertaking a funded course) needing to resit exams, they will be expected to pay all additional tuition costs. RSO will pay for 50% of exam fees if the candidate is successful – this will apply unless there are mitigating circumstances.

RSO is unable to fund the cost of membership of professional bodies.

Time Release

As a guideline the RSO will normally provide up to ten days of discretionary staff development per full time staff member each financial year. These days should not be viewed as an entitlement. Discretionary staff development days are available for conferences, seminars, internal staff development and short courses. Managers are expected to approve all staff development and associated release from normal duties.

If a member of staff is required to attend a conference, seminar, internal staff development or short course, then time spent will not normally be deducted from the ten days. Nor will training of a *statutory nature* e.g. health and safety, first aid and recruitment/selection training.

An additional half day will be made available for each exam that a member of staff may be required to sit.

If a member of staff wishes to exceed the ten day allowance, Managers may grant additional days and/or require that person to take leave or make the time up.

APPLICATION FOR DEVELOPMENT OPPORTUNITIES

All members of staff are required to record and seek local approval for all formal types of staff development using the form SD1. The form will serve to record, monitor and remind colleagues and should be considered as part of the process of staff performance and development review. Staff are required to apply to the Registrar and Secretary for funding to support accredited staff development which lasts more than three days or costs more than £350 in total, using the form SD2. The application must be recommended by the line Manager.

RESPONSIBILITY OF THE MANAGER AND THE INDIVIDUAL

It is the responsibility of the individual staff member to ensure that their agreed performance objectives are achieved and that progress is recorded. Managers and Team Leaders will be responsible for monitoring /reviewing progress, ensuring that progress toward meeting objectives can be made and ensuring that any necessary or mandatory training is undertaken as a priority.

EVALUATION AND FEEDBACK

Each member of staff undertaking training or development is required to evaluate the experience not only for their next staff development discussion but also for the RSO by completing the enclosed form SD3.

APPEALS PROCEDURE

Each member of staff has a right to appeal against a decision on funding or time release, and must do so in writing to their manager. The manager is asked to forward that appeal to the Registrar and Secretary. It will be reviewed by the Registrar and Secretary and the responsible Senior Manager. A decision will be provided to that member of staff within ten working days of receipt of their appeal request. That decision will be final.