



Staff Development Policy and Procedures

Approved version 1 Feb 17	Author: Head of HR Reviewed by: Director	
Approved version 2 May 19	Reviewed by Head of HR	<i>Formatting</i>
Approved version 3 January 2020	Reviewed by Head of Administration and QA	<i>Added version control</i>

1. MISSION STATEMENT

Rushmore Business School (RBS) is committed to encouraging, supporting and delivering training and development for all staff throughout the School to aid each department and the organisation as a whole to meet its objectives thereby assisting the School to remain competitive and highly effective in the higher education market.

2. POLICY STATEMENT

Only development that is deemed to be entirely work-related and which will be to the benefit of the department or organisation will be supported by central staff development funds.

3. EXPLANATION OF STAFF DEVELOPMENT

Staff training and development is a means to ensure an organisation's workforce is adequately equipped with the knowledge, skills and competencies to perform well in their current work-role and for the future to assist the organisation, in this case RBS, in achieving its objectives. This may be achieved in a number of ways e.g. attending events, coaching, mentoring, and shadowing, one-to-one work and staff development from the external partners. It is important that access to development is fair, equitable and must be to the benefit of the department and the organisation.

4. AIMS

The Staff Development function aims to provide comprehensive advice, guidance and development opportunities for all RBS staff in order to support the organisation in the attainment of its objectives.

LEARNING AND DEVELOPMENT PROCESS

5. INDUCTION

An induction programme helps new staff to familiarise themselves with the organisation, get to know others and to become more quickly at ease in a new work environment.

All new staff will take part in an induction programme including an introduction to RBS staff, our mission, goals and targets, equal opportunities policy, working practices and procedures.

Coaching in immediate work processes and tasks and for inducting new staff into the organisation will be the responsibility of the appropriate Head of Department and include an introduction to RBS mission, goals and targets, organisation structure and policies and procedures.

IDENTIFYING AND ASSESSING LEARNING NEEDS

RBS believes that this should be an ongoing process for all staff members. Individual staff learning needs will be identified with the Head of Department during regular supervision sessions and the yearly appraisal process.

RECORDING, MONITORING AND EVALUATION

The Head of HR has responsibility for ensuring that a clear procedure is in place for recording, monitoring and evaluating learning activities. Details of each learning activity will be received on a form that will include: a description of the learning; agreed objectives; method of learning; resources needed; evaluation of outcomes. The staff member will complete the learning form with their Head of Department who will also be responsible for ensuring that the learning is monitored and that the outcomes and effectiveness of the learning are fully discussed and recorded. The form will be kept by the Head of HR to provide a clear record of learning for annual review and evaluation. All staff will be encouraged to keep a record of their own learning in the form of a personal development portfolio.