



**LONDON PROFESSIONAL ACADEMY (LPA)**

**STAFF TRAINING AND DEVELOPMENT POLICY AND  
PROCEDURE**

**2023-2024**

## **INDUCTION AT LONDON PROFESSIONAL ACADEMY (LPA)**

All new employees and teachers, at London Professional Academy (LPA) are given a timely programme of induction including introduction to all policies for the academy. This is essential part of staff learning and development, and intergration into the working enviroment. It is the responsibility of the employees to be at the academy on time, and to familirise themselves with the academy in order to adapt to their new enviroment.

LPA maintains a commitment to “continue to value and develop our workforce and to become an employer of choice within our region”. This policy sets out LPA’s commitment to the professional and personal development of our staff ensuring that they are fully equipped to perform their role effectively and to develop within the organisation. This policy sets out the categories of staff training and development activity which will be provided by LPA for the benefit of the organisation and the individual employee.

## **PURPOSE AND SCOPE**

LPA is an equal opportunities employer and is committed to ensure that all staff and volunteers have access to learning, development and training opportunities which enable them to:

- be suitably knowledgeable and skilled to carry out their role within the organisation
- develop their talents and partaking in organisation’s development
- meet its strategic objectives
- in line with all LPA policies and procedures
- Work towards continuous professional developments.

## **AIMS**

The main aims of this policy are to:

- Ensure that employees and volunteers are supported and enabled to meet the changing demands of the organisation and its service users so that the organisation achieves its strategic objectives.
- Facilitate employee/volunteer in personal development and assisting them to broaden, deepen and thereby further enhance their existing skill base.
- Provide a working environment where continuous learning and development takes place that help staff to gain more enjoyment from their roles, increase motivation and enhance retention
- All staff are entitled to a level of staff training and development appropriate to their role

- All staff training and development will be linked to organisational and individual development needs

## **TYPES OF STAFF TRAINING**

For the purposes of this policy staff training and development activity which includes a mix of both Core (Faculty/Team Requested) and optional training and development has been defined as follows:

- Core training is identified and agreed by Senior Management Team (SMT). This is essential training which can be a requirement of employment and/or the post which LPA would expect staff to complete in order to enable them to successfully complete their probationary period.
- Examples of core training could include:
  - Training on College policies and procedures
  - Recruitment and Selection Training
  - Training to enable LPA to meet statutory obligations which staff must complete to enable probation periods to be successfully completed
  - Equalities and Diversity
  - Health and Safety
  - Safeguarding
  - Data Protection and Awareness
  - Training related to the strategic and cultural development of the organisation for example: Strategic Planning, Risk Management, New Technologies, New job roles
  - Training relating to Individual Professional Development for example: • Training linked to professional qualifications for example Teaching Qualification in Further Education (TQFE) etc.
  - Continuous Professional Development such as Enhance (professional development for lecturing staff) and eSkills (professional development for lecturing staff).
- Faculty/Team Requested training with identified learning outcomes. SMT makes the arrangement to organise this training after agreement with the team. Examples are:
  - Training related to a specialist area or specific to that Faculty/Team as required by an awarding body
  - Related to learner engagement
  - Related to specific student support needs such as dyslexia
  - Training specific to an organisational development for example, curriculum for Excellence, changes to the curriculum plan
- Optional Training enables a staff member to take ownership of their development. Examples include training for job related skills for example:
  - ICT training

-Assertiveness Skills

- Training to allow personal growth and development which is linked to performance and strategic priorities for example:
  - Leadership and Management training
  - Unstructured activities undertaken informally for example Research, Professional dialogue, Placements and Work-shadowing.

Within the policy all staff have the right to access appropriate training and the responsibility to follow the procedures. Additionally, LPA SMT have the responsibility to identify the training and development needs of their staff both as and when needs arise. All staff have the responsibility to justify their training requests and to evaluate the impact of the training.

SMT are responsible for:

- Adhering to the policy and procedures
- The identification of training and development needs of staff
- The approval of requests for training, ensuring that all approved requests are in line with LPA strategies
- Ensuring that staff engage in all core staff training and development
- Booking staff onto training and ensuring that training is evaluated following the completion of training.

Individual members of staff are responsible for:

- The identification of their individual training needs, in liaison with SMT
- Justifying any application made for training and for the evaluation of the effectiveness of that training once it has taken place
- Where appropriate, sourcing specialist training, in liaison with LPA if there is a cost.
- Ensuring that they attend any core staff development or training event that is deemed appropriate by LPA
- Undertaking any core staff development that is linked to a contract of employment
- Taking part in any staff training or development programme such as Strategic Planning sessions or Enhance that is deemed appropriate by LPA
- Ensuring that they carry out an evaluation of their training and development with SMT.

## **RESPONSIBILITIES**

LPA SMT approves the Training and Development policy and will receive regular reports on staff training and development activity and effectiveness. The SMT will oversee the implementation of the policy and procedures and will monitor the appropriateness of the planned activity as part of LPA's Quality Enhancement System. The SMT will receive regular reports from the staff completing Training and Development programmes.

## **EQUAL OPPORTUNITIES**

The organisation is committed to ensuring equality of learning opportunity, hence no employee or volunteer at LPA will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds, (race, colour, nationality – including citizenship, ethnic or national origin), sexual orientation, religion, belief, responsibility for dependents, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and volunteers will be given access to relevant training.

## **PERFORMANCE MANAGEMENT**

Performance management at LPA is an ongoing communication process, which involves both the Principal, Director and the employees in:

- Identifying and describing essential job functions and relating them to the strategic and operational objectives of the academy.
- Employee and other staff members attending academy/work on time.
- Developing realistic and appropriate performance standards
- Giving and receiving feedback about performance
- Participating in constructive performance appraisals
- Planning, learning and development opportunities to sustain, improve or build on.
- Employee work performance, regular meetings/ communications between staff and Principal/Director to facilitate this process.