

## Staff Development Policy

The purpose of this policy is to outline the principles underlying the provision of discretionary learning and development for staff who wish to pursue their continuous professional development.

This policy applies to all staff in an established or recognised DMS post for a period exceeding the duration of the course. The member of staff will be expected to have successfully completed a probationary period.

This policy includes the provision of financial support for staff who wish to pursue an external course that results in a professional qualification or other nationally approved vocational qualification.

### Principles

1. Staff learning and development encompasses a wide and diverse range of activities the purpose of which is to increase performance, staff engagement and effectiveness.
2. The school demonstrates its commitment to learning and development by encouraging staff to engage in learning and development opportunities and measuring its effectiveness.
3. Essential staff learning and development needs should be identified during appraisal reviews and link to the employee's career development.
4. Any learning and development agreed must relate to the employee's area of work as defined in the role profile and appraisal review or relate to their development as agreed with their line manager. The budget to pay for any training must be identified before financial support is confirmed.
5. To ensure a consistent approach, all requests for assistance will be at the discretion of the employee's line manager. Requests should be reviewed and approved by the Director.
6. Staff who receive financial support towards the cost of a course or training will be required to sign an Employee Learner Agreement ("ELA").
7. Financial support for training or a course will not include payment towards personal membership fees or other resources (i.e. books).
8. The employee must undertake to meet all the compulsory course requirements and maintain a satisfactory level of achievement throughout the course/training programme.
9. Where financial assistance has been provided, the employee will be required to sign an ELA agreeing to repay all or part of the costs of the training should the Employee leave within 12 months of completion or withdraw from a course/programme before they have completed it.
10. The level of financial support is dependent on the type of course being undertaken and funding available and may not necessarily cover the full costs.

### Responsibilities for staff development

#### Individual Staff

The employee should review their training and development needs with their line manager at the appraisal or at regular reviews during the year. Individuals should take responsibility for arranging the training and evaluating its effectiveness.

## Line Managers

Line managers are responsible for helping to identify what development is required to enhance performance at appraisal time and during regular reviews. Any training that has been identified should be recorded in the relevant section on the appraisal review form and recorded. Managers should be clear how the training will be funded, monitor that it has taken place and how it has enhanced performance.

## Time off for study

Paid leave is granted at the discretion of the line manager and the amount of leave permitted should be determined in light of the requirements of study. Where possible, it is expected that employees will undertake the majority of their studies in their own time e.g. through evening classes or open learning. Where this is not possible day release will be considered depending on operational need.

## Study leave

The amount of paid leave permitted should be determined by the examinations, assessment and methods of study. For example, this could be one day revision and one day attendance per exam, or one day per module where continuous assessment is undertaken. The maximum number of days should not normally exceed eight in an academic year.

Time away from work for study or examinations is discretionary and does not constitute a contractual entitlement.

## Repayment of School Funding

Where financial assistance has been provided and the employee wishes to withdraw from the course before completion, or leaves the school voluntarily during the course of study, repayment rules will apply as follows:

<b>Point of departure</b>	<b>Repayment terms</b>
Resigning during the course or before the course has commenced but costs have been incurred	100% of funding
Leaving DMS up to 6 months after completing the course	75% of funding
Leaving DMS between 6-12 months after completing the course	50% funding
Leaving DMS 12 months after completing the course	No repayment required

Completion of the course will be taken from the date the employee sits the last exam or submits their last assignment for the funded year of study, whichever is the later.

Repayment will be recovered via deduction from the final salary or depending on the circumstances, where the amount repayable is too great to be repaid from the final salary, the school may agree to an alternative method of repayment.