

# HIPSTER GROUP LIMITED

## PROFESSIONAL DEVELOPMENT POLICY

# PROFESSIONAL DEVELOPMENT POLICY 2023 – 2024

**EFFECTIVE DATE:** JULY 2021

**REVIEW DATE:** JULY 2024

**LAST UPDATED:** JULY 2023

**POLICY LEADS:**

DONNA KRAUSHAAR (CENTRE MANAGER)

07772 431 277

SUSAN CROOK (LEAD IQA)

07702 540 007

**This Policy is Authorised by:**

**Name:** Daniel Pyne

**Role:** Director

**Date:** 21/07/2023

**Signature:**

### INTRODUCTION

The most significant resource in ensuring success for our apprentices is the team of staff. Professional development encompasses all of the activities that staff undertake to raise their performance. This includes external courses, internal courses, opportunities for curriculum development work and new responsibilities.



# HIPSTER GROUP LIMITED

## PROFESSIONAL DEVELOPMENT POLICY

### Policy Purpose and Brief

Hipster Group Limited has an obligation to secure the Professional Development of its staff and it aims to encourage career development.

In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and Hipster Group Limited. We want staff to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

### Scope

This policy applies to all permanent, full-time or part-time, employees of the company. Employees with temporary/short-term contracts might attend training at the Centre Manager's discretion. This policy doesn't cover employees like contractors or consultants.

### Guidelines

- The Professional Development will be integrated with improvement planning, performance management and work scrutiny.
- The policy will extend to all staff working for Hipster Group Limited
- Professional Development has three aspects:
  1. Induction
  2. Training for the job
  3. Professional development for career progression
- Professional Development will be linked to clearly definable outcomes through targets arising from performance management, improvement planning and scrutiny of work.
- Where possible professional development activities will be accredited.
- The Directors will make funding available to support the Professional Development.
- Where appropriate, professional development will be delivered internally and draw upon the expertise of the staff.
- Professional Development needs may be identified through the following process:
  1. Improvement Planning
  2. Performance Reviews/Appraisals
  3. The individual member of staff identifying a training need
  4. Scrutiny of Work
- If during the course of an academic year a member of staff intends to leave, his/her resignation will render any professional development assigned to that individual to be cancelled or delegated to another member of staff. This is to ensure that the benefits gained from such training are embedded within the relevant areas of the Hipster Group Limited.
- Further education and higher education courses will be eligible for financial support, the level of support will be decided by the Directors.

### Professional Development – Staff Responsibilities

#### All Staff

- It is the responsibility of all staff to plan and manage their own career development.
- The performance management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken. All PD undertaken by staff must be entered into their personal spreadsheet and copies of any certificates are also to be email to the Centre Manager/Lead IQA
- Each year all staff are involved in the improvement planning process and performance reviews. With the support of their line managers, they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.
- Once an appropriate PD activity has been identified teaching staff must include it on their Training Record.



# HIPSTER GROUP LIMITED

## PROFESSIONAL DEVELOPMENT POLICY

- When an improvement target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the improvement target.
- When attending an external PD course staff are expected to keep any expenses relating to the course to a minimum and to complete an expense claim form and return it to the Director. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Director prior to the course.

### Centre Manager

The Centre Manager is responsible for:

- Assisting staff in identifying their PD needs in relation to their jobs, the improvement planning and performance review process
- Ensuring that PD needs arising out of improvement targets are identified in the improvement plan
- Monitoring that aspect of the improvement plan that relates to their specific responsibilities
- Evaluating the effectiveness of PD in supporting improvement targets
- Supporting the Directors organising PD activities relating to their area of responsibility, including those that take place during planned development days.

### Quality Management

The Centre Manager and Lead IQA, supported by the Directors will be overall responsible for all aspects of PD including:

- The efficient and effective application of the PD budget to the training needs of all staff
- The organisation of all PD undertaken during development days
- Assisting staff in identifying the most efficient and cost-effective method of achieving PD
- Maintaining a database of PD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- Ensuring the PD plan is fully implemented within the limits of the allocated budget
- Respond to the PD needs identified in the improvement plan and performance review

### Directors

- Each year the Directors will allocate a budget for PD
- The Directors will have overall responsibility for the allocation of the PD budget to PD activities

