Staff Development Policy

LONDON BROOKES COLLEGE is committed to providing high quality education and training for its students. In pursuit of this we aim to support our staff (Academic and non-academic) in developing their knowledge, skills, capability and performance.

This policy should be read in conjunction with our:

- *Equal Opportunity and Diversity policy*
- *Staff Appraisal Policy and Procedure*

A Staff Development application can be submitted by any member of staff at any time in the year; ideally with sufficient time to allow timely consideration of the application by the Principal and Asst Principal. A decision regarding the application will be communicated to the employee within four working weeks. Decisions made will be communicated in writing with a brief explanation. Decisions will be made in line with the spirit of the Equal Opportunities policy of LONDON BROOKES COLLEGE i.e. free of any bias. The Annual Staff Appraisal process provides an ideal opportunity for LONDON BROOKES COLLEGE staff and managers to identify the staff development requirements of the individual in line with the overall requirements of the organisation; it is during this process that the majority of the Strategic Staff Development needs will be identified. The Annual Appraisal process will also be informed by the Annual Self-Assessment process; the two activities and related findings will inform one.

There will be occasions when Staff Development is compulsory; these situations will sometimes have arisen from situations involving through staff capability and/or teaching observation. Where staff development is being provided to address weaknesses relating to the employee's ability to perform their job to an acceptable level, the staff development directive will not be optional. Where staff development is directed, the costs will be met by LONDON BROOKES COLLEGE however, payment to an employee for time spent on the associated staff development outside of the working contract will not be met by LONDON BROOKES COLLEGE.

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