



PRIFYSGOL
BANGOR
UNIVERSITY

**STAFF TRAINING AND DEVELOPMENT
POLICY**

Rev	Date	Purpose of Issue/Description of Change	Approval Date	Review Date
1	Sept 2007	New Policy	Sept 2007	Sept 2010
1.1	Sept 2010	Update	Sept 2010	May 2015
1.2	June 2015	Update	July 2015	
1.3	October 2017	Update	October 2017	

Policy Officer	Senior Responsible Officer	Approved By	Date	Equality Impact Assessment
Director of HR	Deputy Director HR	Human Resources Task Group	1 st July 2015	July 2015

STAFF TRAINING AND DEVELOPMENT POLICY

This document outlines the University's policy regarding the training and development of all staff in the University.

Scope

The policy covers all training and development activities for staff in the University that may be provided by the internal training and development providers.

Definitions:

'Internal training and development providers' are:

- Human Resources Staff Development Team
- Centre for Enhancement of Learning and Teaching
- Research and Enterprise Office
- Health and Safety Services
- IT Services - Learning Technology Teams
- Canolfan Bedwyr
- Welsh Language Team in the School of Lifelong Learning.

'Mandatory Training' is that required by law and are therefore compulsory courses and include:

- Equality and Diversity Training for all staff
- Health and Safety Induction for all staff
- Computer User Training for staff using computers
- Other Health and Safety Training as required by specific legislation.

'Contractual Training' is that specified in contracts:

- Post Graduate Certificate of Education (Higher Education)
- Relevant Fellowship Accreditation level for HESA
- Welsh Language
- First Aid

'Compliance Training' is that identified by University Policies and can therefore be provided for all staff or as required by role. For example:

- Data Protection and Freedom of Information
- Performance Development Review (Reviewee and Reviewer)
- Recruitment and Selection
- Child Protection

'Professional Qualifications' are formal professional, occupational or vocational qualifications that are essential for a role.

'Development Activities' are those activities or training courses undertaken by individuals for their own personal continuing development.

1 Objectives

The objectives of the University in accordance with the Strategic Plan are to:

- Develop leadership capacity and capability to ensure managers have the skills to lead and implement the strategic plan.
- Ensure that staff have the skills, knowledge and capability to undertake their responsibilities and contribute effectively to the University.
- Develop a sustainable workforce through effective workload and succession planning, recruitment, performance management and recognition and reward to achieve the University's objectives.

2 Aims

The Staff Training and Development Policy aims to provide:

- Innovative quality training and development opportunities that are aligned to the University's strategic aims.
- Support to staff to undertake training and development in relation to their current and / or future role in the University.
- Equal access to, and opportunity to participate in, the University's training and development provision.
- The University's training and development provision in both Welsh and English.

3 Responsibilities

3.1 **Vice Chancellor and the Executive Team** are responsible for resourcing the staff development provision in the University and for reviewing the University training and development provisions.

3.2 **Deans of College, Heads of Schools and Directors / Heads of Departments** in conjunction with their relevant managers have a responsibility to ensure:

- All new staff are provided with a local induction.
- All staff are effectively reviewed.
- Mandatory, compliance and contractual training is undertaken as required.
- A college / school / department training and development plan that reflects changing academic and operational needs for their areas of operation is prepared annually.
- Appropriate provision are sourced in conjunction with relevant development providers and within resource constraints.

3.3 **Managers who line manage staff** should ensure that:

- During a member of staff's probationary period that he / she receives sufficient training and guidance to ensure that he / she can undertake their role and responsibilities effectively.
- All their staff have undertaken the relevant mandatory, compliance and contractual training.
- Staff are aware of the relevant criteria and processes for pathways for progression¹.
- Annual performance and development reviews with their staff are undertaken and training and development needs of individuals and teams to undertake their role and responsibilities effectively are identified.

3.4 **Staff**

All new staff:

- Must complete a Local University Induction, undertake and complete any actions, including mandatory training, identified, and complete and return the signed checklist.
- Should also attend the University's Welcome Programme. This programme aims to provide an overview of the University's strategy and the support available to staff to successfully undertake their new roles.

All staff are responsible for:

- Completing their induction and returning the signed checklist on commencing work.
- Undertaking mandatory, compliance and contractual training as required.
- Making themselves aware of the pathways for progression.
- Engaging in the performance review process in order to effectively identify their training and development needs.

3.5 **Internal training and development providers** will provide advice to managers and where appropriate, individual members of staff about the training and development opportunities available to them.

Internal training and development provider	Key Responsibilities
Human Resources Staff Development Team	Provide the University New Staff Welcome Programme Manage the University Induction Programme Arrange the Staff Training and Development Programme Support the Performance Review Scheme Provide Management and Leadership Development Manage the Staff Development web site
The Centre for Enhancement of Learning and Teaching	Develop the educational development provision to achieve the University's Teaching and Learning Strategy.
Research and Enterprise Office	Provide training and development to support Researchers.

¹ Pathways for progression are still under development. Details will be available on the HR website when finalised.

Health and Safety Services	Advise on health and safety training needs and where appropriate provide suitable training.
The Sustainability Lab	Provide training sessions and briefings for staff regarding sustainability.
Internal training and development provider	Key Responsibilities
IT Services - Learning Technology Team	Improve the experience of Teaching and Learning in the University through the appropriate provision and supported use of new technologies.
The School of Lifelong Learning	Provide access to higher education opportunities through flexible learning.
Welsh for Adults Centre	Provide Welsh language courses at all levels for staff.
Canolfan Bedwyr	Welsh language improver courses for staff who speak and / or write Welsh. Cymorth Cymraeg provide Help with Welsh at Work with introductions to speaking, writing and computer use.

4 Training and Development Process

4.1 Approach

The key approach of the University is that training and development is needs-driven and not provision-driven to ensure that the development provided is strategically driven by the needs and available resources of the University.

Staff training and development can be achieved through a variety of methods and interventions such as; workshops, on-the-job training and development, peer review, participation on College / School / Departmental and cross Institutional groups, participation on external committees and professional bodies, self-directed study, self-reflection, shadowing and coaching and mentoring and undertaking new roles and responsibilities.

Training and Development is developed provided in consultation with staff and managers to ensure that its systems are effective and transparent. As such:

- Training and development needs may also be identified through reports from quality audits and valuations and external examiners' reports.
- Mandatory, Compliance, Contractual and Professional training requirements must be completed as required.
- Personal and Professional Development Plans should address the needs of the individual.
- Training and development should be provided in a manner and format that meets the needs of the learner.
- Where required travel and subsistence relating to any approved internal or external development activities should be met by the relevant College / School / Department.

4.2 Evaluation

Evaluation of the University's Training and Development provision to monitor uptake and facilitate continuous improvement will be an on-going process overseen by the Staff Development Team.

4.3 Training Records

Records of training and development provided by the internal training and development providers should be maintained on the Agresso system.

Records for locally provided training or other external provisions will at this time be maintained by Colleges, Schools and Departments.

5 Training and Development Provision

5.1 Internal Training and Development Provision

Centrally run training and development provision will be provided by the Internal Training and Development providers.

These provisions are generally provided free of charge to Colleges / Schools and Departments of the University.

Where courses may have a cost the relevant College / School / Department should provide information regarding the current level of support and/ or any charges applicable for staff.

5.2 External Provision

Attendance at conferences and externally sourced training or development is the responsibility of the Colleges / Schools / Departments.

5.3 Academic Qualifications - within Bangor University

All Bangor University employees are eligible to be considered for a fee waiver on sub-degree, undergraduate and postgraduate courses.

Details of the terms and conditions that apply can be found on the Academic Registry Tuition fees webpages: <http://www.bangor.ac.uk/ar/main/fees/index.php.en> which provides links to the current year Tuition Fees (Home/EU).

5.4 **Academic Qualifications - with Other Institutions**

- 5.4.1 Support for fees and study leave for undergraduate or postgraduate qualifications with Institutions other than Bangor will be at the discretion of the College / School / Department.
- 5.4.2 The support provided must not normally exceed the provision outlined below for Professional Qualifications.

6. **Professional Qualifications**

- 6.1 The University provides support to assist staff for whom it is necessary to follow a formal professional, occupational or vocational qualification that is essential for their role and continued development. Examples of these qualifications could include professional accountancy, human resource, marketing and engineering qualifications. It is expected that any application will be discussed with the relevant line manager so that all potential avenues of development are addressed.

This covers formal courses that lead to professional vocational and occupational qualifications and does not cover applications to undertake undergraduate or academic or research-based degrees.

- 6.2 Support will be considered if the application supports the College / School's / Department's overall strategy and is directly related to the skills and knowledge needed for the role.

6.3 ***Making an Application for Support***

- An application must be made using the Application for Professional Development Support Form and sent to the relevant Dean of College, Head of School or Director of Department.
- If approval is given a Professional Development Contract must be signed by the Dean of College, Head of School or Director of Department and the relevant member of staff. If approval is not given the reasons for not supporting the application will be given in writing to the applicant by the Dean of College, Head of School or Director of Department. This response must be given to the member of staff making the application within 28 days of receiving the request. The College, School or Department can refuse the application for the following reasons: the proposed study or training would not improve the member of staff's effectiveness, would not improve the performance of the College / School / Department, insufficient funding within the relevant budget and the impact of the training on the work-loads of other members of staff.
- Arrangement for the payment of course fees is the responsibility of each College / School / Department.
- Appeals against this decision must be made to the Dean of College, or Head of School/Department and the HR Department within 14 days. The Dean of College, or Head of School/Department and HR representatives will investigate the appeal and decide on the outcome within 14 days. The decision of the Dean of College, or Head of School/Department and HR will be final.

6.5 ***The level of support provided by the University is as follows:***

i **Costs**

- Following approval, the College / School / Department may pay all tuition and examination fees, or make a contribution towards the costs. However, all other related costs such as travelling costs and books etc. must be paid for by the applicant.
- Membership of professional bodies will not be paid for by the University.
- Books and related materials should be paid for by the member of staff.

ii ***Time Off to attend Courses and Study Leave***

- Where possible, it is expected that staff will attend courses outside their normal hours of work. However, if domestic commitments prevent attendance outside the normal hours of work then the College / School / Department will discuss possibilities with the member of staff and aim to be as flexible as possible within the context of the operational needs of the School / Department.
- Paid time off up to a maximum of four days in an academic year will be given to staff to sit examinations, revise for examinations and / or undertake assignments.

6.6 ***Other Relevant Issues***

i **Repeating Courses and Re-sitting Examinations**

The University will not normally contribute to costs or allow time off for a member of staff who wishes to repeat courses or re-sit examinations. In exceptional circumstances members of staff who wish to receive University funding and time off to repeat courses or re-sit examinations must reapply for approval to the Head of School / Department.

ii **Non-completion of Courses**

If a member of staff does not complete a course within an academic year or the agreed timeframe for the course he / she must reimburse the course costs for that period. The College / School / Department must arrange a jointly agreed timetable with the member of staff to reimburse the costs to the University. Costs must be reimbursed within two years of the repayment agreement made between the member of staff and the College / School / Department.

iii **Resigning during a Course**

If a member of staff resigns, he / she must reimburse the full course costs of the academic year in which they are leaving the University's employment. The College / School / Department must arrange a jointly agreed timetable with the member of staff to reimburse the costs to the University.

- iv If a member of staff, following the completion of a professional course, leaves the employment of the University within two years of completion he / she will be required to reimburse the University 50% of the total cost of the course. This repayment will be arranged with the relevant College School / Department.

- v *In all the above situations, in exceptional circumstances, the School / Department may decide not to ask for reimbursement of costs.*
- vi *Please note that approval and support (in terms of financial support and time-off) for all professional, occupational and vocational courses is dependent on sufficient financial resources and operational needs in the School / Department.*

6.7 The University, where appropriate, supports professional trainee schemes in which the intention is to develop individual members of staff who will be following a professional qualification as part of their post which is primarily a trainee post. The level of support for a professional trainee post will be provided by the College / School / Department in agreement with the Director of HR.

7. **Additional Information**

Additional information to support this policy including the current training and development programme can be found on the Staff development website:
<http://www.bangor.ac.uk/hr/staffdevelopment/index.php.en>

Information regarding essential policies and training requirements can be found on the Essential Information and Training for Compliance Webpages:
<http://www.bangor.ac.uk/hr/staffdevelopment/compliance/index.php.en>