



## Quality Assurance Handbook PART A1

### **POLICY No.19: Staff and Stakeholder Continuous Development Policy**

#### 19. Purpose of Policy

Policy No.19 outlines FIT's policy to ensure that delivery and development staff are qualified, competent, empathetic to apprentices/learners, and professional in the performance of their position. To this end, FIT aim to recruit and engage qualified staff through documented, transparent, equitable, and ethical selection processes. However, FIT is conscious that some tutors and broad stakeholders are not directly employed by FIT and are sub-contractors. Therefore, this policy takes account of the potential complexities that these arrangements can present.

#### 19.1 Policy Scope

This policy relates to all staff and stakeholders who engage in the planning, administration, and delivery of Tech Apprenticeship, which includes broad quality assurance considerations and good governance arrangements.

#### 19.2 Overarching Considerations

FIT takes an approach to the continuous professional development of staff and apprenticeship stakeholders during their entire engagement with FIT in the delivery of Tech Apprenticeships. This policy will ensure all staff (academic, academic-related administration, marketing, and administrative staff) are encouraged to participate in initial role induction activities and to complete ongoing training and development opportunities. Involvement in induction and training activities will assist in meeting career needs and as part of the priority setting process, which is ongoing within FIT and considering maintaining Tech Apprenticeship ecosystem growth.

Importantly, FIT believes in the clear and ongoing requirement to provide concise information dissemination approaches to assist staff and apprenticeship stakeholders in understanding their remit while also allowing for professional growth for the betterment of themselves as an individual and to encourage institutional/FIT development.

### 19.3 Policy Statement

Ultimately all those who input into Tech Apprenticeships, both staff and sub-contractors, have an obligation to take responsibility for their continuing professional development and that of those who they may line to manage or direct in the case of sub-contractors their day-to-day activities. However, FIT is responsible for supporting and encouraging continuous professional development in line with sound academic practice. In addition, FIT will ensure that staff and sub-contractors can access information relating to their development.

Before role appointment, FIT will verify that all staff and subcontractors meet minimum levels of competency, demonstrate a high level of English language proficiency, and hold a qualification commensurate with the role. The FIT quality assurance system notes defined and exacting competency profiles for several key apprenticeship roles. In addition, all staff and sub-contractors will complete a mandatory induction process that provides a deep awareness of the culture of FIT as a not-for-profit provider. Induction also includes information on their role, responsibilities, quality assurance systems, reporting arrangements, location of policies and procedures, and role-specific requirements. Where appropriate, it should include a discussion of development needs and opportunities. An induction pack is given to all participants to guide induction training.

All staff complete a defined probationary period in line with FIT staffing policies. In addition, all subcontractors will be evaluated against performance indicators that form constituent elements of paid contracted services or collaborative arrangements where no payment is rendered by either party.

The Registrar is responsible for ensuring that staff and subcontractor are bedded into their functional roles and providing additional support where appropriate. FIT measures staff performance through regular individual review sessions in line with FIT's performance, management, and development systems administered by FIT HR colleagues.

#### 19.3.1 Administrative Staff

The Registrar will ensure that all administrative staff making decisions regarding the admission of candidates are trained, fully equipped to make appropriate judgments, and competent to undertake roles and responsibilities.

#### 19.3.2 Mandatory Training

FIT delivers a series of mandatory training sessions to staff and sub-contractors relating to practical arrangements such as Health and Safety and general wellbeing. Initial induction is compulsory.

#### 19.3.3 Continuous Professional Development

Utilising FIT supports, the Registrar will ensure that appropriate staff can obtain and enhance their expertise by completing relevant professional qualifications and continuing professional

development. This may include induction programmes, teaching and learning support courses, staff development programmes, networking opportunities such as discussion groups, or attending various conferences. FIT will offer short courses for staff and/or sub-contractors where the Registrar identifies an acute training need. Various development events are organised within FIT, and they are notified in a timely fashion by email. Time off is granted at the discretion of the Registrar for attendance at courses and other development events and, where appropriate, for taking examinations within the typical working day. FIT regularly competes internal skills audits, identifying where necessary new and required training interventions meeting the requirements of varied learning needs. Skills Audits inform individual staff plans that FIT considers regarding broader workforce strategies and national organisational objectives.

FIT uses a range of processes to support line managers and staff in identifying training needs. In addition, the Registrar may utilise Personal Development Plans to inform the areas of learning needs. PDP (Personal Development Planning) is a continuous development process that allows people to use their available skills best. A PDP involves the individual employee and their line manager in identifying learning needs, setting objectives to meet them, pinpointing the resources necessary to achieve them, identifying where feasible, and measuring the individual's learning needs against the organisation's goals. FIT direct an open and transparent approach to development, providing staff with a form of self-managed learning where individuals take responsibility for their own development.

#### 19.3.3 Tutor Community of Practice

All tutors delivering on Tech Apprenticeships have the opportunity to regularly engage directly with the broad network of tutors from across the country. FIT designates this collective as the FIT Tutor Community of Practice, which FIT's Technology Enhanced Learning Unit facilitates.

#### 19.3.4 Workplace Mentor Community of Practice

Following initial training activities, all Workplace Mentors have the opportunity to participate in regular interactions with other Workplace Mentors.

#### 19.3.4 Training Records

Each line manager is responsible for maintaining a record of all staff learning/training. The Registrar will keep a record of any sub-contractor training activities/diary.

#### 19.3.5 Access to Development Opportunities

FIT is committed to ensuring equality of learning opportunities. FIT will not exclude any staff member from learning and development on the grounds of gender, age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, or employment status. Part-time and fixed-term staff and sub-

contractors will have equal access to learning and development opportunities appropriate to their role.

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