Quality Assurance Handbook PART A1

POLICY No.19: Staff and Stakeholder continuous development policy

19. Purpose of policy

This policy sets out FIT's intention to ensure that delivery and development staff are suitably qualified, competent, empathetic to apprentices/learners, and professional in the performance of their duties. To this end, FIT aims to recruit and engage staff through documented, transparent, equitable and ethical selection processes. FIT is conscious that some tutors and broad stakeholders are not directly employed by FIT but are sub-contractors. Therefore, this policy also takes account of the 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. It includes broad quality assurance considerations and good governance arrangements.

19.2 Overarching considerations

FIT pays ongoing attention to the continuous professional development of staff and apprenticeships stakeholders for the entirety of their engagement with FIT in the delivery of Tech Apprenticeships. This policy will ensure that all staff (academic, academic-related

administration, marketing, and administrative staff) are required to participate in initial induction activities and to complete ongoing training and development opportunities. Involvement in induction and training will assist in meeting the CPD needs of FIT staff and wider stakeholder, which is ongoing within FIT.

FIT believes in communicating succinct apprenticeship information to assist staff and apprenticeship stakeholders in understanding their remit while also allowing for professional growth for their self-betterment as individuals and to encourage optimal institutional development.

19.3 Policy statement

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

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

All staff must 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.

The Registrar is responsible for ensuring that staff and subcontractors are inducted into their functional roles and providing additional support to them where needed. FIT regularly measures staff performance by individual review sessions in line with FIT's performance, management and development systems as administered by FIT's HR colleagues.

19.3.1 Administrative staff

The Registrar will ensure that all administrative staff who make decisions regarding the admission of candidates are sufficiently trained, fully equipped to make appropriate judgments, and competent to undertake all their 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. Completion of the induction process is compulsory.

19.3.3 Continuous Professional Development

The Registrar, utilising FIT supports, will ensure that staff engaged in the delivery of apprenticeships can obtain and enhance their expertise by obtaining relevant professional qualifications and by continuing their professional development. This may include participation in induction programmes, teaching and learning support courses, staff development programmes, networking opportunities such as discussion groups, or attending conferences. FIT will offer short courses to staff and/or sub-contractors in cases where the Registrar identifies an acute training need. Various development -related events are organised within FIT, and are notified to staff and sub-contractors in a timely fashion by

email. Time off for FIT staff is granted at the discretion of the Registrar for attendance at courses and other development events, and, where appropriate, for taking examinations during the working day. FIT regularly completes internal skills audits, identifying, where necessary, the need for available training interventions.

FIT directs an open and transparent approach to development, providing staff with a form of self-managed learning where they take responsibility for their own development. FIT uses a range of processes to support FIT's Director of Academic Affairs and Programme Development to identify training needs. Personal Development Planning (PDP) is a continuous development process that advocates the best use of a person's available aptitudes. 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, and identifying and measuring the individual's learning needs in the context of the organisation's goals.

19.3.4 Tutor Community of Practice

All tutors delivering Tech Apprenticeships have the opportunity to regularly engage directly with a broad network of tutors from across the country. FIT has designated this collective as the FIT Tutor Community of Practice, and is facilitated by FIT's Technology Enhanced Learning Unit.

19.3.5 Workplace Mentor Community of Practice

Following initial training activities, all Workplace Mentors have the opportunity to participate in regular Workplace Mentor Community of Practice meetings with other Workplace Mentors, usually online.

19.3.6 Training records

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

19.3.7 Access to development opportunities

FIT is committed to ensuring equality of learning opportunities among all its staff. Part-time and fixed-term staff and sub-contractors will have equal access to learning and development opportunities appropriate to their role. 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.

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