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Liverpool City Region Adult Education Budget

**Knowsley FACE**

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| **Policy:** | Training and Development |
| **Date created:** | September 2021 |
| **Date to be renewed:** | September 2022 |

**TRAINING AND DEVELOPMENT POLICY**

**Purpose**

Knowsley Family And Community Education is committed to professional development of staff regardless of sexual orientation, gender, race, disability or age in order to ensure staff possess, obtain or update skills and knowledge appropriate to their job role. We believe training and development:

* can improve the quality of the service offered to learners
* improves staff motivation
* is a way of valuing work done by staff and acknowledging their qualities
* is good practice

Scope

The policy applies to all staff (in the main part-time tutors) who work for Knowsley Family And Community Education. All staff are now directly employed by Knowsley MBC and need to operate in accordance with Knowsley MBC policies and procedures for training and development available from Human Resources.

Objectives

* To ensure all staff undergo a professional development review or discussion with an appropriate line manager in order to review performance and inform of training and development needs
* To ensure all staff delivering learning are supported in achieving recognised teaching qualifications
* To encourage all staff to think strategically and take responsibility for their own learning and be up-to-date within their own field. When identifying and participating in training, staff should consider the following criteria:
* How will Knowsley Family And Community Education learners benefit?
* Will Knowsley Family And Community Education as a service benefit?
* Will the training enhance staff experience/knowledge?
* Will the training fit in with Knowsley organisational objectives?
* Will training benefit other staff members?
* Is the staff member in a position to benefit from the training
* How does the training fit in with the staff member’s professional development needs?

### Monitoring Criteria. Knowsley Family And Community Education will:

* identify and analyse the needs of all part-time tutors on an annual basis and plan expenditure accordingly
* arrange and evaluate appropriate staff development in response to needs
* monitor the effectiveness of activities via evaluation questionnaires which will report on both qualitative and quantitative data (including equal opportunity monitoring statistics)