



STAFF DEVELOPMENT POLICY

INTRODUCTION

Sol Institute is committed to the provision of learning and development for all its staff, to enable employees to fulfill their potential and support the Institute in achieving its strategic objectives. It is recognised that Schools and departments may have differing strategic objectives and it therefore is appropriate for them to be able to individually manage approaches and access budgets allocated to the provision of learning and development for its staff.

Staff development refers to a process that supports the development, engagement and retention of staff at Sol Institute. It refers not only to participation at taught courses, but also to online learning, apprenticeships, traineeships, secondments, shadowing, taking on projects, guided experimentation, participation in conferences and exhibitions, coaching, mentoring, and any other activity which provides the opportunity to reflect and develop knowledge, skills, confidence and understanding.

AIMS AND OBJECTIVES

The Staff Development policy aims to ensure the following:

- That all staff are provided with development opportunities that help them maximise their contribution within their current roles and where possible are supported to develop their careers and maximise their learning potential.
- That employee learning and development activities are linked to Sol Institute strategic objectives, at both institutional and local levels.
- That Sol Institute utilise and allocate local funds responsibly in order to support staff development activities to enable them to achieve their plans and priorities both in the immediate term and with a view to organisational resilience and future requirements.
- That investment is focussed on staff development where it can have the maximum impact on the success of Sol Institute and the motivation of staff.
- That equality of opportunity and diversity is encouraged and supported through consistent and regular assessment, reporting and response to learning and development needs.
- That staff are encouraged and supported to achieve relevant work-related qualifications where applicable.
- That staff learning becomes part of Sol Institute culture and is integrated into daily work.

SCOPE

This policy applies to all members of staff members employed on a UK Contract of Employment. Arrangements will be made to ensure equal treatment for Hourly Paid Tutors on Guaranteed Minimum Hour contracts although some administrative issues may be adapted for staff working low and variable hours.