



UNIVERSITY OF
WINCHESTER

STAFF DEVELOPMENT POLICY

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Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? (Strikethrough text, as appropriate)	Public Access Internal Access Only Applies to Collaborative Provision
<p>Summary:</p> <p>This policy sets out the University policy for staff development, including Staff Development and Training - Right to Request Time Off.</p>	

University of Winchester Staff Development Policy

1. Introduction

The staff of the University are its most precious resource; their professionalism and motivation have the greatest influence on the quality of the students' learning experience. Staff development is the process by which the University enhances the knowledge, skills and capabilities of all its staff so that an excellent quality of service is provided to staff, students and all others who engage with the University, including the wider community.

2. Scope

This policy is applicable to all staff.

Related policies and relevant legislation

A list of related policies and relevant legislation is provided in Appendix 1,

3. Aims and Objectives of the Policy

To foster a dynamic and responsive organisation which promotes the development of all its staff in the interests of continuously enhancing the student experience, research and knowledge transfer and the University's engagement with the wider community.

To enhance job satisfaction, personal and team achievement, and to provide for personal advancement within the University or outside it.

To ensure that the University maintains its effectiveness in fulfilling its mission.

To support its Equality and Diversity Policy through positive action.

To ensure that the University is equipped to respond to changing national and local needs.

To up-date and extend the knowledge, skills and competences of all staff, whatever their role.

4. IMPLEMENTATION OF THE POLICY

The Director of Equalities and Staff Development (reporting to the First Deputy Vice Chancellor) will have overall responsibility for the operation of the policy and ensure that initiatives are taken at University level where appropriate.

Each Faculty, Department and Professional or Academic Service, through its Dean, Head of Department or Director, will ensure staff development needs are planned for at a central or devolved level either through representation at SDGT or through their devolved budget.

Each individual staff member has responsibility for monitoring and satisfying their own staff development requirements in partnership with their line-manager.

6. UNIVERSITY RESPONSIBILITIES

The University encourages the higher education and further training of all staff and additionally meets its legal obligations to consider time off for training requests. This is detailed in Appendix 1.

The Director of Equalities and Staff Development (reporting to the First Deputy Vice Chancellor) has responsibility for monitoring the implementation of the policy and ensuring financial support through the University.

The Director of Equalities and Staff Development, working in collaboration with the Head of Learning and Teaching, the Director of Research and Knowledge Exchange and the Staff Development and Training Group, will initiate staff development programmes identified at University level.

Key training and development issues to be addressed by the Staff Development and Training Group include:

- The University's programme for the induction of new staff
- Curriculum development and quality assurance matters
- Learning & Teaching, including the PgCLTHE
- Research and Knowledge Exchange
- Leadership and management development
- The Staff Development and Review Scheme
- The use of external standards for training and development where appropriate
- The staff survey

7. FACULTY AND PROFESSIONAL/ACADEMIC SERVICE RESPONSIBILITIES

Deans, Directors and, Heads of Departments should plan their staffing resources against their strategic plans in order to ensure that appropriate staff development takes place.

Through the Staff Development and Review Scheme, Deans, Directors and Heads of Departments should identify staff training needs and inform central staff development of these needs or allocate their devolved budget to meeting these needs.

Staff development matters should be a regular feature of Faculty Committees and Professional Services meetings.

Collaborative, team approaches to staff development should be fostered throughout the University and encouraged by all managers.

8. STAFF DEVELOPMENT AND REVIEW SCHEME

The purpose of review is to offer the opportunity, on an annual basis, for each member of staff and a designated member of staff to meet in order to reflect on the former's activities and achievements during the previous year and agree plans for the coming year. Completion of the SDR is seen as both a right and an obligation, every qualifying member of staff must be provided with and must undertake one on a yearly basis.. This Staff Development and Review Scheme aims to ensure that all staff have regular access to constructive feedback and encouragement. Ultimately its aim is also to enhance the quality of all aspects of the University's provision.

The review meeting is an opportunity to consider individual development both for its own sake and in the context of the strategic objectives of the Faculty/Department/Professional or Academic Service and of the University as a whole. Review discussions will therefore focus on individual aspirations, department objectives, and links with Faculty, Department and Professional/Academic Service strategic plans.

Appendix 1: Associated policies and related legislation

Staff Development and Training - Right to Request Time Off

1. Introduction

In addition to our commitment to provide staff development, the University recognise that eligible employees also have a statutory right to request time off work for study or training. The purpose of this policy is to provide a framework within which we can consider those request

2. Scope

This procedure covers all eligible employees and relates to the statutory entitlement to request time away from duties for study or training. As an education provider, and in line with our Staff Fee Waiver Policy, we will consider requests appropriate to an employee's existing role (the statutory scheme) and also beyond it where they are made in conjunction with the Staff Fee Waiver Policy.

3. Aspects Outside the Scope of this Procedure

3.1 The University's Central Staff Development Programme

The University has an extensive programme of centrally organised staff development events, workshops and courses published on the Staff Development intranet pages. All staff are strongly encouraged to participate fully in these, provided they have permission from their line manager.

3.2 Staff Fee Waiver Policy

Any individual wishing to apply for a fee waiver concerning a course at the University of Winchester should do so via the Staff Fee Waiver Policy, but a request for time away from duties should be made via this procedure.

3.3 Leave for Examinations & Assessments

The Treatment of Absences Policy dictates circumstances when paid leave for examinations and assessments may be granted, outside of this procedure.

4. Schemes

a) Requests made under the statutory scheme.

Any type of study or training can be requested under this policy. It does not matter where it takes place. For example, it could be:

- training provided in the workplace;
- a one-day training course provided by an external training provider;
- a part-time college course;
- an online training module (e-learning);
- a distance learning course.

The study or training does not need to lead to a formal qualification. The only limitation is that it must be for the purpose of:

- improving your effectiveness at work; and
- improving the performance of our business.

a) Requests made under the Staff Fee Waiver Scheme

Requests under this route do not require that the study or training further your effectiveness at work or improve the performance of the business. You must, however, comply with the terms of the Staff Fee Waiver policy and all other entitlement requirements and processes of the Right to Request Off policy (other than the requirement that the training advance your effectiveness at work or the performance of our business).

5. Entitlement

The law grants employees who have a minimum of 26 weeks' continuous service the right to request time off for study or training and to have their request considered by their employer.

Only one request may be made in any 12 month period under this procedure. Requests can only be withdrawn and not considered as a request under the 12 month rule if:

- i. the agreed training was cancelled for reasons other than the applicant's conduct, or
- ii. the applicant was unable to commence the training, due to unforeseen circumstances beyond their control, or
- iii. because they mistakenly applied too early, i.e. before the 12 months had elapsed, and wished to withdraw that application.

The University is not obliged by law to pay an employee for any time off granted for study or training, or for the training itself. However, on occasion, the University may, at its discretion, choose to do so. Certain conditions may be linked to such payment.

Each request will be dealt with individually, taking into account the amount of time off requested by the employee and any likely effects of granting the time off, e.g. any effects on the employee's work or on the employee's colleagues. Agreeing to one employee's request will not set a precedent or create a right for another employee to be granted time off work for study or training purposes. Likewise, any decision to part or fully fund study/training or time off for study/training will not set a precedent, or create a right for another employee to be granted the same.

6. Procedure

5.1 An application to request time off for study or training should be made in writing, addressed to the Dean/Director (or in the case of a Dean/Director, to their line manager) clearly stating:

- i. a statement that the application is an 'application under section 63D Employment Rights Act 1996';
- ii. the date of the application;
- iii. whether or not the employee has made a previous application for time off for study or training, and if so when and how the last application was submitted;
- iv. the subject matter of the proposed study or training;
- v. where and when the proposed study or training would take place;
- vi. who (if anyone) would provide or supervise the study or training;
- vii. what qualification (if any) the study or training would lead to; and
- viii. how the employee thinks the proposed study or training would improve his or her effectiveness in the business and the performance of the business.

5.2 Where a valid request has been submitted, the employee's manager will arrange a meeting with him/her to discuss the request as soon as practicable, (unless the request is approved in writing within 28 days). The meeting will normally take place no later than 28 days after the date on which the request was submitted. The applicant may be accompanied by a work colleague or recognised union representative. The meeting may be rearranged in order to facilitate this but to a time convenient to all attendees and within 7 days of the date originally proposed. Failure of the applicant to attend the meeting on more than one occasion without good cause will render the application as withdrawn. This will be communicated to the applicant in writing.

5.3 The purpose of the meeting will be to discuss the request, its appropriateness to the employee's job and the needs of the University and any possible alternative arrangements that might meet the employee's training needs (if the application is under the statutory scheme). A decision will be made by the Dean/Director (or a more senior line manager in the case of a Dean/Director) and given to the employee in writing within 14 days of the meeting. If the request is refused, the written outcome should include the business reason for the decision, why the reason(s) apply in this circumstance and the right of appeal. If the request is agreed in part, the part agreed and the part refused should be clearly communicated. Where the employee's application in relation to study or training is agreed, the University must write to the employee setting out:

- i. the subject of the study or training;
- ii. where and when the study or training will take place;
- iii. who will provide or supervise the study or training; and
- iv. to what qualification (if any) the study or training will lead.
- v. whether or not the employee will be paid in respect of the time spent undertaking the study or training;

- vi. any changes to the employee's working hours agreed to accommodate the study or training; and
- vii. how any tuition fees or other direct costs of the agreed study or training will be met.

5.4 Where the employer agrees to an employee's request, the employee must inform the employer if he or she subsequently fails either to start or complete the agreed study or training, or decides to undertake a programme of study or training that differs from what was agreed.

5.5 It will not always be possible to grant requests for time off for study or training. The circumstances in which the University may have to refuse a request include one or more of the following:

- i. that the proposed study or training would not in our view improve your effectiveness at work and the performance of the business (statutory scheme only);
- ii. the burden of additional costs;
- iii. detrimental effect on ability to meet customer demand;
- iv. inability to reorganise work among existing staff;
- v. inability to recruit additional staff;
- vi. detrimental impact on quality;
- vii. detrimental impact on performance;
- viii. insufficiency of work during the periods that you propose to work;
- ix. planned structural changes; or
- x. any other reasons that the Government sets out in future regulations.

7. Right of Appeal

If an employee's request for time off for study or training is refused, the employee will have the right to appeal against this decision to the Deputy Vice Chancellor (or to an alternative member of senior management if the initial application was made to the DVC). Any appeal should be submitted within 14 days of the decision to refuse the request. The appeal notice must be in writing and must include the grounds on which the employee wishes to base the appeal. The appeal must be heard within 14 days of receipt of the written appeal. The outcome of the hearing should be communicated to the employee in writing within 14 days of the hearing. If the appeal is refused, the employer must set out in writing the

grounds on which the refusal is based. Failure of the applicant to attend the meeting on more than one occasion without good cause will render the appeal as withdrawn. This will be communicated to the applicant in writing.

Associated University policies:

This policy should be read in conjunction with:

- Induction, Mentoring and Review Scheme for New Academic Members of Staff
- Staff Development and Review Scheme
- Staff Development and Training: Right to Request Time Off (attached as Appendix to this Policy)
- Staff Fee Waiver Policy

Related legislation includes, but is not limited to:

Employment Rights Act 1996