



Professional Development Policy

Yellow Tree Business Professional Development V1;

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GGs Salon Ltd T/A Yellow Tree Workforce Development Ltd. Company Registration Nos: 11373957

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Policy Statement and Vision

Our mission and vision for Yellow Tree WD is to create opportunities so that anyone with the passion, curiosity and willingness to learn can launch and accelerate their career. We are committed to excellence in all areas of our work by continually improving and bring the principles of transparency, trust, honesty and accountability to everything that we do.

The most significant resource in ensuring success for our learners and apprentices is the delivery team. Continuous Professional development encompasses all of the activities that staff undertake to raise their performance. This includes external courses, internal courses, opportunities for curriculum development work and new responsibilities. We are committed to ensuring our staff work with employers in the sector to ensure sector knowledge and experience is up-to-date. We provide our staff and associates with development opportunities to ensure that they are able to contribute fully to the achievement of our learners, apprentices and their own skills and competencies.

Yellow Tree WD acknowledges that as an educational provider it has a unique responsibility to support and encourage the development of its staff and recognises that staff development plays a critical role in building the capability of its workforce and the development of learners and Apprentices both on and off the job for their Knowledge, skills and behaviours.

1. Aim of the policy

Yellow Tree WD Professional Development Policy aims to:

- Promote the policy with all stakeholders to ensure commitment and engagement throughout the organisation.
- Improve staff and associate trainer's sector expertise, skills and performance
- Improve staff and associate trainers' teaching, training and assessment knowledge, skills and performance in the organisation.
- Use the policy and outcomes in the appraisal and staff performance process to continually improve.
- Share good practice within the delivery team.

2. Implementation of the policy

The staff development and training policy aims to enable staff to gain increased satisfaction from work within Yellow Tree WD and to develop skills, performance, knowledge and individual careers through enhanced qualifications.

Yellow Tree WD supports the Professional Development of its staff and it aims to encourage career development so we will actively improve our staff sector, teaching and training knowledge, skills and performance and make learning for them an essential part of their professional lives.

Guidelines

- The Professional Development programme will be integrated with Improvement Planning, Performance Review Management, and the OTLA Policy.
- The programme will extend to all staff
- Professional Development has three aspects:
 - Induction into the Business
 - Training for the job and "back on the floor" sector training
 - Professional development for career progression and development
- Profession Development will be linked to clearly definable outcomes through targets arising from Performance Management review, Improvement Planning and OTLA and they will be focused on the individual meeting customer and organisational needs.
- Where possible professional development activities will be accredited.
- The Director's will allocate a budget to support the Professional Development programme.
- The negotiated delegation of responsibilities represents an important opportunity for the professional development of staff.

- Where appropriate professional development will be delivered internally or externally and draw upon the expertise of the staff team.
- Professional Development needs may be identified through the following process:
 - Quality Improvement Planning
 - Performance Review Management
 - The Individual Member of Staff identifying a training need
 - OTLA Policy (Observation of Teaching, Learning and Assessment)
- If during the course of a training year a member of staff intends to leave, his/her resignation will render any professional development assigned to that individual to be cancelled or delegated to another member of staff. This is to ensure that the benefits gained from such training are embedded within the relevant areas of the centre.

Professional Development Days

There are 5 Professional Development days during each training year which will be used to achieve the Professional Development Plan as outlined in the whole Quality Improvement Plan. The agenda for these days will be negotiated with the staff team through their Line Managers.

3. Staff responsibilities

All Staff

It is the responsibility of all staff to plan and manage their own career development and CPD.

The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in. This process will also be the forum to monitor professional development to ensure objectives are met.

Every individual member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken. A professional development designated area has been provided to all staff on "Sharepoint" with a secure place to keep these records and their Curriculum Vitae as it develops. Agendas for Development Days should be kept on "Sharepoint" in the portfolio as a record of PD undertaken.

Each year all staff are involved in the Quality Improvement Planning process and Performance Review Management. With the support of their line managers', they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.

Once an appropriate Professional Development activity has been identified teaching staff must complete a 'Course Details and Cover Requirements' form. Having undertaken the Professional Development activity a 'Professional Development Evaluation' form should be completed and returned through their line manager to the Operations Director responsible for Professional Development.

When an Improvement Target comes up for evaluation and Professional Development has been undertaken in support of the target then staff must identify how effective they believe the Professional Development activity was in enabling them to achieve the Improvement Target.

When attending an external Professional Development course staff are expected to keep any expenses relating to the course to a minimum and to add submit to their line manager on the Expenses Form. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Operations Director responsible for Professional Development prior to the course.

Line Managers and IQAs

All line managers and IQAs are responsible for:

- Assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- Ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- Monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- Evaluating the effectiveness of PD in supporting Improvement Targets

- Supporting the Manager responsible for PD in organising PD activities relating to their area of responsibility, including those that take place during Development Days.

Operations Director

In addition to the PD responsibilities of Line Managers/ IQAs, the Operations Director will:

- Monitor the PD Plan for those subjects and areas within their remit
- Ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan
- Assist in prioritising PD needs to ensure that the PD budget is applied to the greatest effect
- On allocation of the PD budget outlined in the PD Plan, managers will support the Director responsible for PD in communicating the details of the PD Plan to staff.

Managing Director

The Managing Director has overall responsibility for all aspects of PD including:

- The efficient and effective application of the PD budget to the training needs of all staff
- The organisation of all PD undertaken during Development Days
- Assisting staff in identifying the most efficient and cost-effective method of achieving PD
- Maintaining a database of PD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- The production of an Annual Report on the PD plan and all PD undertaken by staff ensuring the PD plan is fully implemented within the limits of the PD budget

Signed By:



Ellis Bailey
Managing Director