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Learning and Development Policy		HR028	5.0
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LEAD PERSON	Head of HRD		
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POLICY TITLE

Policy Statement,

Activate Learning is committed to the planned development and ongoing training of all employees as individuals, as members of teams and as members of the Group community. Our Learning and Development Policy, underpinned by the Learning Philosophy, our Values and our staff journey based upon the belief that everyone has the potential to achieve and develop in an emotionally secure environment for the right reasons.

Background

This policy has evolved from previous versions and explicitly recognises that skilled and competent employees, who demonstrate the attributes of our Learning Philosophy and our Values, are essential to the achievement of Activate Learning's mission and strategic objectives.

Purpose

Activate Learning recognises that staff are its most valuable and important resource and the organisation is committed to co-creating a culture that values and sustains a love for professional and personal development, interdependent learning communities and builds progressive career paths. Therefore, this policy sets out our vision for how our staff will be encouraged to play an active part in identifying their own development needs, undertaking relevant learning using the most appropriate method, and in assessing the outcome and effectiveness of their learning to enable them to be adaptable, flexible, resilient and appropriately skilled to meet the changing demands of the education sector and the organisation.

Scope

This policy refers to all development activities and opportunities for all staff, wherever they are employed within the organisation. All staff will receive equal treatment in the consideration of their requests for support, in line with organisational priorities. Employees are expected to participate in the identification of their own professional development needs, as part of the ongoing performance management and development process. All staff will receive information on learning and development opportunities and how to access them and they are all expected to keep up-to-date with professional issues and subject expertise, skills and performance development.

The objectives underpinning the Learning and Development Policy are as follows:

- To create a learning environment in which staff are supported and encouraged to participate in relevant learning and development and where every individual takes responsibility for their own continuous learning and development.
- To provide funding, within budgetary parameters, for a range of learning and development opportunities that directly support the achievement of the Group's aims and goals and to meet learning and development needs identified at strategic, team and individual level.
- To ensure that all staff have their individual learning and development needs objectively identified against the key objectives/performance indicators contained within Group's strategic and Faculty/Department business plans and the individual performance targets set by the line manager.
- That learning and development needs are reviewed regularly at one to ones with the Line Manager

and progress updated on Clear Review.

- To ensure that all staff have appropriate access and equal opportunity to undertake relevant learning and development opportunities.
- To encourage staff to consider a range of different learning and development opportunities. For example, e-learning, shadowing, visits to other organisations, peer learning and sharing of good practice.
- To ensure that all staff evaluate the effectiveness of the learning attended and feed back to their team so others can benefit.
- To ensure that Learning and Development data is maintained.

Our key priorities in relation to Learning and Development will be to:

- Ensure a consistently high quality of teaching, learning, assessment and high quality of all nonteaching support services across the Group.
- Ensure that leaders, managers and their staff have the skills, knowledge and appropriate behaviours required to deliver high performance in their areas of responsibility, within our Learning Philosophy led culture of Leadership.
- develop the digital knowledge, skills and mindset of our staff
Ensure staff are compliant with their Statutory and Mandatory training as detailed in the Compliance passport

Responsibilities

The delivery of the Learning and Development function will lie with Human Resource Learning and Development. The Apprenticeship division are responsible for their own learning and development funding and organisation but draw on the expertise within HRLD.

Managers and employees have a responsibility to implement learning and development initiatives. All managers should:

- keep up to date with the skills and knowledge required by their teams.
- ensure all new staff receive a thorough induction in line with the procedures and processes in place.
- hold regular discussions and reviews with staff on their learning and development needs and progress within the context of 1:1 discussions throughout the year and keep Clear Review updated with these discussions.
- encourage their employees to undertake relevant development to develop staff to their full potential.
- monitor staff engagement in learning activities and encourage them to undertake relevant development wherever sector expertise, skills and performance need enhancing, developing or keeping up to date,
- support the Human Resources Learning and Development to monitor and evaluate the effectiveness of learning for employees, including the Apprenticeship team who use this to inform quality improvements.
- support employees to implement the skills that they have gained through training, using individual learning objectives to meet employees, employers, learners and organisational needs.
- ensure that all employees complete their mandatory and essential training.
- submit a Development Request form as per the Development Request Procedure for any activity which requires funding from Activate Learning.

All staff should:

- take up the learning and development opportunities provided and feed back to their manager on their quality, impact and relevance.
- prioritise and complete specific mandatory and essential training as required including attendance and completion of the induction process.
- ensure the personal development plan identified within Clear Review is fulfilled.
- log and evidence learning and development activities on self service in iTrent.

- keep up-to-date with professional practices and subject expertise.
- Be prepared to dedicate the time to successfully complete learning and development activities they have committed to.
- disseminate the results of learning and development undertaken to relevant colleagues.
- submit a Development Request form as per the Development Request Procedure for any activity which requires funding from Activate Learning.

Commitment Statement

The Learning Philosophy and our Values underpin learning and development.

Through explicit implementation of our **Learning Philosophy** we place learning at the heart of what we do at Activate Learning. We believe that every employee has the potential to achieve and develop in an emotionally secure environment for the right reasons. and we aim to promote a culture of continuous learning and development across Regions, Faculties, Services, Teams and Departments. We encourage employees to be engaged and motivated to take responsibility for their own learning, development and capability.

We value **connectedness** throughout our organisation which is demonstrated through powerful communication and an engaging leadership style that creates the climate in which employees can feel secure enough to experiment and try new ideas, encouraging creativity and innovation. Our leaders and managers recognise their own capacity to learn and act as role models and coaches for their teams and employees.

We value **empowerment** in all our staff. We build confidence and fuel ambition amongst our staff by offering personalised and comprehensive induction, built on mandatory and essential training programmes, thereby offering the best and safest possible start for all new staff. Employees are encouraged to take responsibility for their own learning and development.

We value **transformation** because we believe that together, as a group of like-minded people, we transform lives and create brighter futures. We aim to create a supportive learning environment which enables our staff to develop the skills and attributes necessary for their roles now and in the future. We provide opportunities for growth and support employees to achieve their career aspirations within our organisation through an extensive and varied development offer including:

- Programmes and initiatives relating to the enhancement of skills and attributes for employees to be effective in their current position. These include an comprehensive annual Learning and Development Programme and external courses and development opportunities providing skills development including specialist training relating to the skills that employees require to keep them up to date in their current role as well as prepare them for future roles.
- Programmes leading to professional or academic qualifications. Activate Learning encourages employees who wish to do so to pursue continuing professional learning and development and where appropriate to gain further qualifications relevant to their role or to meet new business needs or demands.
- Coaching and mentoring
- Programmes and initiatives that have a specific leadership or management focus. These include internal and external courses and development opportunities to improve leadership capability, people management skills development for line managers and coaching and mentoring.

We value **enterprise** as we believe that our well-trained and appropriately developed staff add value to the organisation and foster a positive, agile and courageous culture that directly impacts on the mindsets and attitudes of our learners.

References

- Development Funding Request Procedure
- Induction Procedure
- Probation Procedure

