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| **Title:** Annual Staff Development Report 2022/23 |
| **Meeting:** Finance and Employment Committee 29th November 2023 |
| **Reported by:** Debra Baldwin, Director of Personnel |
| **Purpose:** Information |
| **Route:** Finance and Employment Committee |

**Background and Purpose:**

This document provides a summary of staff development activities for the 2022/23 academic year.

**Matters of particular importance:**

Staff participation data provided on pages 5-8

**Recommendations and next steps:**

To be provided to Board

# FINANCE AND EMPLOYMENT COMMITTEE

**29th November 2023**

## Annual Staff Development Report 2022/2023

This report covers the whole of the organisation with separate sections for Herefordshire and Ludlow College and for North Shropshire College. During the academic year 2022-2023, Staff Development expenditure across the organisation amounted to a total cost of £44,707. This figure indicates the direct cost of the activities but not salary replacement costs.

1. **HEREFORDSHIRE AND LUDLOW COLLEGE**

**Introduction**

During the academic year 2022-2023 Herefordshire and Ludlow College supported 2637 (2061 in 2021-2022) individual Smartlog© training records and 758 (1055 in 2021-22) individual direct and indirect training. Staff development has once again focused on meeting individual and collective training needs and continues to strive to ensure value for money. The staff development day programme dates were changed to take place in September 2022 and January 2023 to allow many staff to attend before the curriculum calendar started. January 2023 staff development day was a whole cross college event hosted by Ludlow College where colleagues from Ludlow, Hereford, Holme Lacy, The Gateway, Walford and Oswestry attended. This combined day enabled both curriculum and support team members to collaborate and share best practice. The July staff development day continued to focus on recreational/wellbeing activities.

The staff development request application form was amended in September 2022 to include a repayment of training costs clause, whereby the individual agrees to pay back some or all the related course fees if they should leave the College’s employment voluntarily within 12 months of completion of any external course and of some internal courses. This payback is at a rate of 100% if within 6 months of completion of the course and 50% if within 12 months. No payment will be required if employees remain with the College for over 12 months after course fees have been paid.

**Governance**

* 1. Governors and student governors continued to attend workshops during the year which updated their knowledge on a number of key governance updates and capital developments. Governors are also required to complete Smartlog© courses.

**College Management**

College executives and operational managers completed a variety of events relevant to their posts. Topic areas included the range of Smartlog training currently available, Investigation Training, Search Training, Safer Recruitment, AoC and AAC Conferences.

**Professional Development Training**

The focus on teacher training once again remained a priority for 2022-2023. The requirements under the 2007 FE Teachers Regulations are no longer in place; however, the College still requires teaching staff to be qualified.

As of 31st July 2023, the HLNSC employed 265 teaching staff. Six members of HLC staff enrolled on the Diploma in Education and Training, nineteen members of staff enrolled on the Award in Education and Training course.

Six members of staff enrolled onto Assessor/Verifier qualifications.

The Teaching and Learning Mentors provided support and drove learning development across the College through continuous professional development Teams sessions. Sessions included, Sequencing, Teaching to the Top (stretch & challenge), Collaborative Learning, Metacognition,

Scheme of Work Planning to Promote Collaborative Learning, EBS Update - Trackers, Student Applications & Tutorial Reviews, Growth Mindset, How to Mark Faster, Behaviour Management & Disciplinaries, Effective Feedback and Questioning.

The quality of teaching within the College continues to be monitored by the observation of teaching and learning process which ensures that standards are maintained. Additional Teaching & Learning Mentors will be recruited in 2023/2024.

**Health & Safety and other Legislation training**

Health & Safety training has continued during the 2022-2023 academic year. Staff attended individual sessions in such areas as First Aid at Work, Emergency First Aid, Paediatric First Aid, Fire Warden and Incident Controller training, Food Hygiene, Equality and Diversity, MiDAS Minibus Training, Mental Health First Aid, Evacuation Chair, Fire Extinguisher Training, Fire Door Installation, Wood Machining, Fully Body Harness & Restraint Lanyard Training, Passenger Lift Release, IOSH, My Concern, Safer Recruitment, Safeguarding and Child Protection and further related legislation. Staff are continuing to access the Health & Safety online training package from Safesmart©. The training courses included: GDPR Awareness, Managing Safety, Fire Awareness, DSE users, Equality & Diversity, COSHH, Manual Handling. New courses, Slips, Trips & Falls and Health & Safety at Work will be allocated to all Smartlog staff users during 23-24.

**Curriculum-based and Support-based Job-related training**

These activities continue and range from conferences and meetings through to gaining specific qualifications and skills required for roles within the College. Staff attended individual sessions on Boost # English & Maths, Understanding the Symptoms of Menopause, EBS Updates, Behaviour Management, Techniques for Face-to-Face Customer Care, Curriculum and Support Team Development.

**Teaching, Learning and performance measurement**

Teaching, learning and performance measurement activities included Collaborative Teaching & Learning, Scheme of Work planning, Effective Feedback and Marking.

**Information Learning Technology**

The focus in 2022/2023 concentrated on the continued use of Virtual and Digital Learning to support all staff. Moodle continues to be used to share best practice as well as store the latest College policies, forms and Health and Safety documentation. HLC supported the Digital Learning Mentor with achieving a Diploma in Digital Learning & Design and the mentoring team are working towards achieving NPQLT (Leading Teaching).

The focus for 2023/2024 will continue be a mixture of both face to face and virtual professional development – for example, online learning help, learning practices delivered by the HLNSC Teaching & Learning Mentoring Team and HLNSC Digital Platform Framework. These sessions will continue to capture more online cross-college staff CPD attendance utilising planned Thursday twilight CPD sessions.

**Training and Development unrelated to job roles.**

Non-job-related development continued to be offered to all staff during the year. Staff requested places on a wide variety of internal courses during 2022-2023 which ranged from recreational, construction and land based short courses. Colleagues also accessed NCFE distance learning courses in a range of subjects. The College continues to support such activities and feels that it is an important part of the development of personal skills, rewards staff and encourages team building. The July 2023 Staff Development Day morning was dedicated to wellbeing and recreational activities, including blacksmithing, plumbing, brickwork, carpentry, walking, quizzing, baking, equine and animal care activities.

**Major Training and Development Events and Staff Training Days (HLC)**

The main training and development sessions throughout the academic year included:

|  |  |
| --- | --- |
| **Training Area** | **Number of Individual Training Records** |
| Boost # English & Maths | 54 |
| Collaborative Teaching & Learning | 56 |
| Creating a Culture of Positive Behaviour | 22 |
| EBS Update | 94 |
| Managing Challenging Behaviour | 33 |
| My Concern | 32 |
| Targeted Safeguarding | 31 |
| Understanding the Symptoms of Menopause | 43 |
|  |  |
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|  |  |
| --- | --- |
| **Smartlog Online Training** | **Number of Individual Training Records** |
| Asbestos Awareness | 4 |
| Basic GDPR | 305 |
| COSHH Awareness | 8 |
| Cyber Security | 150 |
| DSE Users | 257 |
| E Safety | 283 |
| Equality & Diversity | 417 |
| External Conflict Management | 146 |
| Fire Awareness | 379 |
| Food Hygiene | 6 |
| Health & Safety at Work | 9 |
| Internal Conflict Management | 147 |
| Legionella Awareness | 8 |
| Managing Safety | 17 |
| Manual Handling | 2 |
| Safeguarding & Prevent | 400 |

**Breakdown of Training Session Attendance by College Sector – 2022/2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas** | **21/22 Individual Training Records** | **22/23 Individual Training Records** | **Difference** |
| Males | 1111 | 1234 | +123 |
| Females | 2005 | 2161 | +156 |
| Total Volume of Training | 3116 | 3395 | +279 |
| By Staff breakdown: |  | | |
| Senior Management | 70 | 62 | -8 |
| Lecturers | 1618 | 1799 | +181 |
| Support Staff | 1428 | 1534 | +106 |
| Total Volume of Training | 3116 | 3395 | +279 |

**Summary and Look Forward**

Staff Development has continued to focus on meeting the needs of both individuals and staff groups. These needs were identified in several ways including during the observation of teaching and learning procedures, annual appraisals, learner feedback, staff feedback and external influences such as legislation, Ofsted and Government strategies.

The College will continue to focus on its effectiveness in driving up the quality of the service provided to our learners and most importantly to ensure that ownership of quality lies with every individual staff member.

The focus for staff development in 2023/2024 will be on professional development in the areas of sustainability/green initiatives, SEND and higher needs and continue to include our core requirements - Safeguarding, observation and performance, developing and embedding English & maths skills in lessons, wellbeing and mental health awareness and raising aspirations to progress to higher-level education.

Teaching and Learning Mentors will continue to support and drive teaching and learning developments across the College throughout 2023/2024 both face to face and by virtual sessions.

The College’s Continuing Professional Development Plan for 2023/2024 will continue to focus on the specific requirements of individuals and teams. The emphasis for continual employee CPD will be via on-line training, allowing the individual the flexibility of completing courses at their own pace, face to face and virtual sessions. The staff development sessions offered during 2022/2023 continued to capture and engage colleagues and allowed teams from different campuses to get together to share best practice and knowledge.

**Evaluation**

Staff development activities are evaluated in a variety of ways, including:-

* At regular College and Operational management meetings
* At weekly personnel/staff development meetings
* Electronic feedback sheets are completed and monitored during Staff Development Days via Moodle;
* Staff annual appraisals cover the evaluation of staff development undertaken in the previous year and are linked to lesson observations for all teachers.

**2.** **NORTH SHROPSHIRE COLLEGE**

The College has adopted similar themes and practice in relation to staff development as detailed above. The focus continued to be on the development of front-line staff with a view to them becoming effective and more well-rounded practitioners. It was also intended to improve staff members’ technical skills in relation to processes introduced and familiarity with online systems and portals.

Key training therefore was delivered on:

* Online Moodle & HLNSC Boost
* EBS Training/Update
* Boost – English & Maths

**Other major Training Areas**

|  |  |
| --- | --- |
| **Training Area** | **Number of Individual Training Records** |
| Collaborative Teaching & Learning | 27 |
| Techniques for Face to Face Customer Care | 21 |
| Targeted Safeguarding | 22 |

**Focus on Staff Wellbeing**

The College is mindful of investing in staff wellbeing and this was reflected in the CPD and activities provided and encourages. These included:

* Understanding the symptoms of Menopause
* Tips for promoting Positive Mental Health
* Resilience and Work-place coping strategies
* Teambuilding
* Staff visits to places and venues of interest e.g. Oswestry Ironworks, Animal Care Department, Pottery, Chirk Castle etc.

**Smartlog Online Training**

|  |  |
| --- | --- |
| **Smartlog Online Training** | **Individual Training Records** |
| Asbestos Awareness | 7 |
| Basic GDPR | 113 |
| COSHH Awareness - Education Settings | 42 |
| Cyber Security | 125 |
| DSE Users | 75 |
| E-Safety | 99 |
| Equality and Diversity Awareness | 124 |
| External Conflict Management | 43 |
| Fire Awareness | 131 |
| Fire Warden | 37 |
| Food Hygiene | 35 |
| GDPR Awareness | 20 |
| GDPR for Education | 96 |
| Generic Infection Control | 17 |
| Guide to completing a risk assessment | 32 |
| Health and Safety at Work | 61 |
| Internal Conflict Management | 44 |
| Legionella Awareness | 12 |
| Managing Safety | 18 |
| Manual Handling | 49 |
| Safe home working practice | 2 |
| Safeguarding and Prevent | 120 |
| Slips, Trips and Falls | 41 |
| Waste Electrical Recycling | 1 |
| Working at Heights Awareness | 14 |
| The Fire Safety Regulations | 6 |

*The compliance rate for NSC Smartlog training stands at 84%.*

**Health & Safety-Focused CPD**

The recently appointed H&S Advisor has had a very positive impact in terms of the training and awareness she is able to deliver to staff, not just at NSC, but across other campuses as well. She continues to raise awareness in key areas such as the farm, motor vehicle, construction workshops and science laboratories. As a fully qualified H&S professional she has delivered training to staff in First Aid.

* **Summary and Future**

In general the CPD provided to staff has been relevant and focused on individual and departmental needs, and has also aimed to satisfy any statutory obligations. The aim always is to provide a broad and enriching experience when delivering staff development, focusing on all, and not just pockets of staff groups.

**3.HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

Staff development arrangements continue to be aligned and the same opportunities provided to all staff regardless of the part of the college in which they work.

**Weekly staff development**

A weekly staff development slot has been allocated to all teaching timetables to enable staff to attend training sessions on a regular basis. 45 minutes is set aside each Thursday for this purpose. A training schedule is provided by members of the Quality Department. Topics in 2022/23 were wide ranging and included support with internal systems as well as areas such as Metacognition, Growth Mindset and Stretch & Challenge and IV/EV Cycle and IQA Policy.

**Debra Baldwin**

**Director of Personnel**

**21st November 2023**