

FINANCE AND EMPLOYMENT COMMITTEE

November 2024

Annual Staff Development Report 2023-2024

This report covers the whole of the organisation.

During the academic year 2023-2024, Staff Development expenditure across the organisation amounted to a total cost of £53,903. This figure indicates the direct cost of the activities but not salary replacement costs.

- **Introduction**

During the academic year 2023-2024 Herefordshire, Ludlow and North Shropshire College supported 5136 individual Smartlog® training records and 1171 individual training events. Staff development has once again focused on meeting individual and collective training needs and continues to strive to ensure value for money.

January 2024 staff development day was a whole cross college event hosted by North Shropshire College where colleagues from Ludlow, Hereford, Holme Lacy, The Gateway and Walford attended. This combined day enabled both curriculum and support team members to collaborate and share best practice.

The July 2024 staff development day continued to focus on recreational/wellbeing activities.

- **Governance**

Governors and student governors continued to attend workshops during the year which updated their knowledge on several key 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, Safe Search Training, Safer Recruitment, AoC and AAC Conferences.

- **Professional Development Training**

The focus on teacher training once again remained a priority for 2023-2024. 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 2024, the HLNSC employed 264 teaching staff. 13 members of HLC staff enrolled on the Diploma in Education and Training, 9 members of staff enrolled on the Award in Education and Training course.

13 members of staff enrolled onto Assessor/Verifier qualifications.

The quality of teaching within the College continues to be monitored by the observation of teaching and learning through the appraisal process, ensuring standards are maintained. Additional Teaching & Learning Mentors will be recruited in 2024/2025.

- **Health & Safety and other Legislation training**

Health & Safety training has continued during the 2023-2024 academic year. Staff attended individual sessions in such areas as First Aid at Work, Emergency First Aid, Pediatric First Aid, Fire Warden and Incident Controller training, D1 Category Minibus License, Forklift Training, Rescue Emergency Care, Food Hygiene, Equality and Diversity, Wood Machining updates, 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, Safer Recruitment, Slips, Trips & Falls and Health & Safety at Work.

- **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 Prevent, Autism in Girls, Safeguarding

- **Teaching, Learning and performance measurement**

Teaching, learning and performance measurement activities included Consistently Great Teaching & Learning delivered by Isabella Wallace and Improving Vocabulary for Vocational Learners, delivered by the ETF.

- **Quality CPD**

The focus for 2023/2024 continued with virtual professional development delivered by the Quality Team and Cross College Mentors – for example, EBS Updates, Embedding English & Maths, Marking & Workload, Classroom Management, ClickView, Retrieval & Practice, Assessment for Learning, Collaborative & Active Learning, The IV/EV Cycle, Subject Knowledge, Metacognition, Growth Mindset and Stretch & Challenge and Artificial Intelligence. These sessions will continue to capture more online cross-college staff CPD attendance utilising planned Thursday twilight CPD sessions and sessions are recorded.

- **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 2023-2024 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. July 2024 Staff Development Day morning was dedicated to wellbeing and recreational activities, including paddleboarding, plumbing, brickwork, carpentry, walking, bowling, quizzing.

- **Cross-College Major Training and Development Events and Staff Training Days**

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

Training Area	Number of Individual Training Records
Prevent – Eve Johnston	262
Targeted Safeguarding Children – Eve Johnston	39
Consistently Great Teaching & Learning – Isabella Wallace	81
Improving Vocabulary for Vocational Learners - ETF	176
Managing Your Time, Self & Work – Dr Anna James	68
Mental Health & Wellbeing First Aid – Anubis	18
My Concern Training – Nicola Butler	46
Safe Search – Minerva Elite	29
Safeguarding – Bev Jackson	40
Strategies to Improve Retention & Achievement for Apprenticeships – Jon Gill	23
Autism in Girls – Ludlow College	20

Smartlog Online Training	Number of Individual Training Records
Asbestos Awareness	19
Basic GDPR	321
COSHH Awareness	147
Cyber Security	386
DSE Users	228
E-Safety	264
Equality & Diversity Awareness	530
External Conflict Management	309
Fire Awareness	514
Fire Warden	99
Food Hygiene	72
GDPR Awareness & GDPR for Education	137
Generic Infection Control	12
Guide to completing a risk assessment	61

Health & Safety at Work	462
Internal Conflict Management	307
Legionella Awareness	12
Managing Safety	24
Manual Handling	191
Modern Slavery Awareness	6
NCSC Cyber Security Training for School Staff	2
Safe home working practice for colleges	3
Safeguarding & Prevent	484
Safer Recruitment (Education)	24
School Environmental Awareness	1
Section 156 of Building Safety Act 2022	1
Slips, Trips and Falls	474
The Fire Safety (England) Regulations 2022	7
WEEE	1
Working at Height Awareness	34

Breakdown of Training Session Attendance by College Sector – 2022/2024*

Areas	22/23 Individual Training Records	23/24 Individual Training Records	Difference
Males	1234	1975	+741
Females	2161	4288	+2127
Total Volume of Training	3395	6263	+2868
By Staff breakdown:			
Management	62	380	+318
Lecturers	1799	2595	+796
Support Staff	1534	3288	+1754
Total Volume of Training	3395	6263	+2868

- **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 our new behaviour strategy: Ready, Respectful, Safe. Colleagues will be introduced to evidence-based best practice techniques for promoting positive behaviour amongst students and will gain an understanding of the key approaches in our

strategy and how best to employ them. We will continue to focus on professional development 'Levelling Up' and upskilling opportunities, employment legislation (Sexual Harassment) 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. The previous DET programme offered by HLC will be replaced with Learning & Skills Teacher Apprenticeship, leading to the Level 5 Learning and Skills Teacher Apprenticeship Standard.

Teaching and Learning Mentors will continue to support and drive teaching and learning developments across the College throughout 2024/2025 both face to face and by virtual sessions.

The College's Continuing Professional Development Plan for 2024/2025 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 2024/2025 will continue to capture and engage colleagues and allow 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.

Vicki Bushell
Director of HR
November 2024

*** Breakdown of Training Session Attendance by College Sector – 2022/2024**
This section now includes all campuses.