

<u>Policy Title</u>	Higher Education Staff Training and Development Framework	
<u>Policy Category</u>	Compliant	
<u>Owner</u>	Director of Higher Education	
<u>Group Executive Lead</u>	Deputy Principal Newcastle College, Executive Lead HE	
<u>Date Written</u>	September 2023	
<u>Considered By</u>		
<u>Approved By</u>	NCG HE Academic Board	
<u>Date Approved</u>	November 2023	
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics.	
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.	
<u>Review Date</u>	November 2026	
<u>Policy Summary</u>	This policy provides staff a framework which outlines the clear expectation in relation to staff training and development relating to higher education. Each college will then produce their own annual staff development plan to demonstrate an ongoing commitment in providing high quality ongoing training.	
<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle 6th Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
West Lancashire	No	Yes
Southwark	Yes	Yes
Group Services	No	No
HE Partnerships (*partner may have an equivalent policy)	No	Yes
<u>Changes to Earlier Versions</u>		
July 19	Updated in accordance to the revised UK quality Code for Higher Education 23. Update on revised Core training established at NCG Include funded higher education opportunities	
<u>Linked Documents</u>		
Document Title	Relevance	
Teaching Learning and Assessment Policy	Ensure plans are in place for staff to be supported in the development of practices associated with TLA	
Staff Approval	Staff completion of the training set out in this framework is linked to the approval process policy within HE, and a mandated commitment is required post approval	
RSA implementation plan		

Equality Impact Assessment

	Judgement
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in 2.0?	Yes
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	
Age	No
Disability / Difficulty	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Race	No
Religion or Belief	No
Sex	No
Sexual Orientation	No
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	No
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	No
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	No
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	No
EIA 6 - How do you know that the above is correct?	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.

Higher Education Staff Training and Development Framework

1. Introduction and context

The purpose of this document is to provide a framework, which outlines NCG's expectations in relation to higher education (HE) staff training and development. The framework defines NCGs approach to training and development for HE staff, reflecting the requirements of the Quality Code (May 2023). The framework will demonstrate that staff:

- Are provided with opportunities to ensure their knowledge and practice remains up-to-date in both subject and appropriate pedagogies.
- Engage in self-reflection to inform their learning, teaching and assessment.
- Are provided with access to continuing professional development (CPD).

It is important to equip staff with the skills and knowledge to enable them to carry out their role effectively within the organisation. Providing high quality, comprehensive and ongoing training programme which supports staff to understand their role and how it fits into the curriculum area and college is essential. The HE Staff Training and Development Framework provides the opportunity for all newly appointed and/or current staff delivering, managing and supporting higher education to engage in a programme of training and development which focuses specifically on HE. The framework provides a structure which will equip individuals with the essential skills and knowledge required to support HE provision within the institution. Aligned to the UK Professional Standards Framework (UKPSF, 2011) for teaching and supporting learning in HE, the framework will incorporate:

- Design and plan learning activities and/or programmes of study (A1)
- Teach and/or support learning (A2)
- Assess and give feedback to learners (A3)
- Develop effective learning environments and approaches to student support and guidance (A4)

- Engage in continuing professional development in subjects/disciplines and pedagogy, incorporating research, scholarship and the evaluation of professional practices (A5)

(UK Professional Standards Framework 2011)

The training and development framework consists of core training and a programme of continued professional development and enhancement activities for lecturers, managers and support services directly connected with the teaching and support of NCG's HE provision.

2. Structure of the framework

The framework consists of the following components:

- Core training (core knowledge)
- Continued development and enhancement activities
- Higher Degree Funding

To safeguard effective management of our HE provision, the core training acts as an induction programme to HE providing essential information and guidance about the Quality Assurance Agency (QAA) and the HE regulatory framework. The sessions provide a building block of practical and operational information needed to prepare an individual for managing or working within HE. Training sessions are open to individuals whose posts involve an element of engagement with HE. Continuing professional development is just as important as the induction a member of staff receives when they take up a new role or responsibility. On completion of the core training individuals are required to participate in on-going activities that offer an opportunity to keep up to date with their knowledge and understanding of HE. Informed by internal and external factors including outcomes from development activities, QAA processes, external examiners reports and annual review reports development activities will include a combination of:

- Attendance at the institutions HE Conference (as relevant)
- External subject specific conferences and events

- Research and scholarly activity
- College HE continuous professional development events

2.1 Core training (core knowledge)

It is essential that all staff teaching on HE attend/engage in the core training. The programme provides the necessary information required to effectively support our HE provision. Core training will be delivered by HE team and a dedicated teams site will house all associated training materials.

Sessions include:

- HE at NCG
- HE Registry Training
- HE Programme Files
- HE Academic Regulations overview
- Prevent in HE
- Activity Cycle
- Graduate Outcomes survey

The college is responsible for delivering training relating operational processes and procedures including curriculum development, design and innovation, teaching, learning and assessment.

2.2 Continuous professional development and enhancement activities

The institution offers Continuous Professional Development days which provide focused training events linked to enhancing the quality of the student learning experience. It is expected that these activities will include elements relating to training and development activities for individuals who deliver and support HE.

The institution actively promotes and encourages staff to engage and apply for recognition of their commitment to teaching, learning and the student

experience via the Advanced HE Fellowship process. The Fellowship offers four different categories; Associate, Fellowship, Senior and Principal. The process enables staff to:

- Consolidate personal development and evidence of professional practice in your higher education career
- Demonstrate commitment to teaching, learning and the student experience, through engagement in a practical process that encourages research, reflection and development

Source: <https://www.advance-he.ac.uk/fellowship>

To support engagement with the HE Fellowship recognition process the institution is committed to facilitating the delivery of an annual workshop to introduce staff to the application process.

2.3 Higher Degree Funding (for NCG College Staff)

NCG support HE teaching staff in undertaking higher degrees. Funding is allocated on a strategic and priority basis: where staff require a 'plus one' qualification based on their current or projected HE teaching allocation, particularly teaching at levels 6 and 7; as well as the support the development of programmes including strategic plans for master's level provision.

3. Commitment from colleges and services

Colleges and services, in particular line managers, are required to ensure HE staff attend the training sessions proportionate to the amount of time allocated to delivering or supporting HE. The staff appraisal process has an important part to play in prioritising the targets and ensuring staff are made aware of training and development needs to meet the requirements of our HE provision.

Each college will submit a training and development plan to the HE Learning Teaching and Assessment Committee (or HE Partnerships Board) on an annual basis which outlines the focus and potential activity for the academic year. The

training plan should demonstrate it provides opportunity for staff to remain up-to-date in both subject and appropriate pedagogies and engage in activities which inform learning teaching and assessment. The college plan (Appendix 1) will be presented at the HE Learning Teaching and Assessment committee (November), or HE Partnerships Board with a written evaluation provided within the Annual Review Report at the end of each academic year.

4. Links to staff approval

All colleges are required as part of HE staff approval process to ensure staff attend core training sessions. In addition the college will be required to identify the type of support the curriculum area will provide via a mentor and/or specific training to ensure that staff new to HE learning, teaching and assessment are provided with the appropriate support and guidance to carry out their role effectively. It is considered best practice for staff working within the services that support HE to attend core training and continuous professional development session to ensure their knowledge is current and up to date.

5. Links to research and scholarly activity

All colleges are required to submit an annual research and scholarly activity implementation plan. This plan demonstrates activities linked to the research informed teaching and supports the currency and future academic direction of staff subject knowledge.

5.1 Benefits of engaging in the programme

The HE Staff Training and Development Framework engages staff involved in HE delivery and support by enhancing their skills and experience, encouraging effective communication and improving networking and sharing of good practice, both internal and external to the organisation.

5.2 Staff Scholarship Scheme (for NCG College Staff)

NCG's HE Staff Scholarship Scheme is designed to reward/recompense staff for increasing their research outputs by offering them time in lieu for completed projects.

The aim of the scheme is to raise standards, student engagement, reflective practice, collaborative relationships, and results across NCG by fostering a culture of curiosity, creativity, and excellence. Staff will be able to gain between one and five days in lieu for research they undertake and complete, in accordance with Scheme's criteria.

In terms of expected outputs, once the research project is complete, staff will be required to present their work with the RSE team in a format that can be readily shared with the wider staff body and to write up a short reflection on the process and outcomes of the project. Outputs will be added to a dedicated section of the research portal where staff will be able to access archival information regarding previous successful research projects. When the outputs are met any lieu time formally agreed prior to the activity becomes available. Please note that the Staff Scholarship Scheme is only open to teaching staff at NCG.

Appendix 1

Higher Education Staff Training and Development Framework

College Annual Training and Development Plan

College:	
Academic year:	

Core training		
Activity	Rationale	Date(s)

Continuous Professional Development
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Activity	Rationale	Date(s)