



ICHAS

Section 6– Staff Recruitment, Management and Development

Subject:	Procedures associated with Staff Development		
Date Approved by Board of Directors:	February 2021		
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Staff Development		

INTRODUCTION

The College promotes a culture of peer support and collaborative learning through a range of opportunities. These include:

- An In-service Day is held after the second semester, which all administration staff and lecturers attend.
- All staff are invited to make suggestions for items to be addressed on In Service Training days.
- The College organises professional conferences and CPD workshops and all faculty are encouraged to attend such conferences and workshops, which are available free of charge.
- Lecturers and staff can also partake in modules or programmes offered by the College free of tuition fees.
- Specific training for staff to support programme or College developments are organised as needed. All Academic staff receive training in blended learning teaching and learning approaches; covering both technological and pedagogical aspects of this approach. All staff are supported by the relevant Programme or Director of Studies in developing skills in assessment and teaching.
- A robust suite of developmental resources are available including training manuals and videos to support staff use and application of educational technologies.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Vice President (Corporate Affairs)	Facilitates Staff Development & works with the Board of Management to provide the necessary resources to allow staff development to take place.

Education Technologist	Prepares and encourages ongoing staff development in relation to the BSLE Learning Environment
Departmental Heads	Identify Developmental needs with staff

PROCEDURES

The following procedures relate to Staff Development.

- Departmental heads and/ line managers will identify common/shared developmental needs among staff.
- Staff feedback as well as formal and informal discussions regarding developmental needs will provide opportunities to plan for Developmental initiatives.
- All new staff will be required to engage in Induction training.
- Staff will be provided with ongoing training based on identified training needs.
- Where new or additional duties require the development of further skills, staff shall be given training in those skills.
- Scholarship and professional development activities can take the form of seminars, conferences, mentoring, workshops, individual advice sessions, short-term professional courses and further studies.
- Faculty are encouraged and supported to attend seminars, academic conferences, HECA events, National Forum on Teaching & Learning workshops or similar CPD events. To attend such events, staff should:
 - Approach their line manager to discuss the relevance of the event to their development
 - The line manager will discuss the proposal with the VP (Academic Affairs) and VP (Corporate Affairs) for approval.
 - Following approval, the line manager will assist the staff member in making travel/attendance arrangements and provide any necessary paperwork to claim expenses.
- Staff are encouraged and supported by the educational technology manager to be innovative in terms of their teaching approaches and the use of the new technologies in relevant teaching contexts. Specifically;
 - Each in-service training day involves a dedicated session related to Learning Management System functions relevant to teaching and learning.
 - Opportunities to co-develop learning resources with the educational technologist, presenting opportunities for staff to enhance digital skills.
- Application for release and support will be made to the Vice President (Corporate Affairs) and will be considered by the Board of Management.

- The Vice President (Corporate Affairs) will co-ordinate the Staff Development Function in consultation with the Vice President (Academic Affairs) as relevant.
- All academic staff formally meet with the Vice President (Academic Affairs) at least annually to discuss feedback sources and arrange for professional development opportunities where reciprocal feedback occurs.
- The College allows for access to innovative teaching methods and the use of new technologies and provide sufficient training to adopted technologies via the support Educational Technologist and academic staff are encouraged to take an active role in developing innovations in their teaching.

GRAPHICAL PRESENTATION OF PROCEDURE

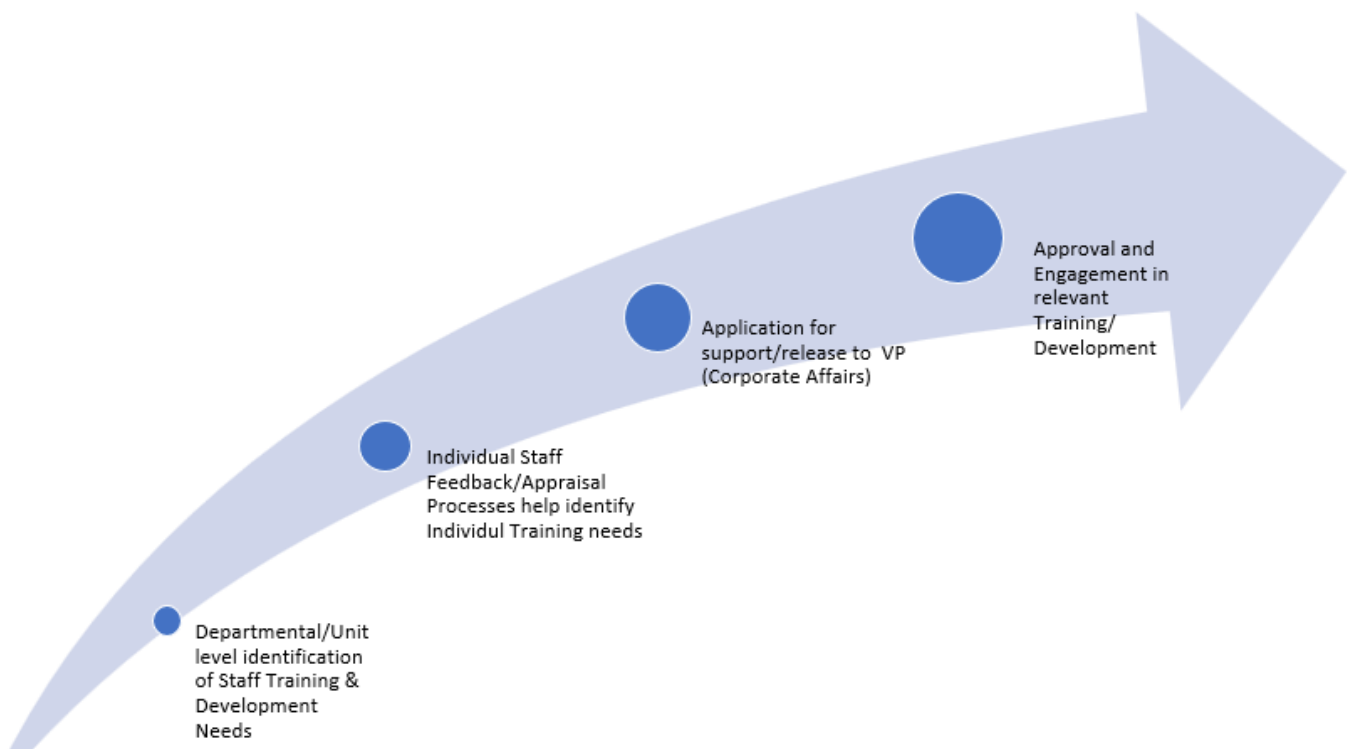


Figure 1 - Process for Identifying and responding to Staff Training & Development needs

Linked Policies and Procedures

Linked Policies	Policy on Staff Recruitment, Management & Development Policy on Staff induction Policy on Staff Communication Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning
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Linked Procedures	Procedures associated with Staff Recruitment, Management & Development. Procedures associated with Staff induction. Procedures associated with Staff Communication. Procedures associated with Staff Performance & Appraisal Procedures associated with supporting staff engagement with Blended Learning
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