Staff Development Policy

The Royal College of Art is committed to the support and promotion of relevant staff development and training.

1.1 Identification of Training & Development Needs

The process of identifying staff development needs is a continuous one. Needs are identified through the following:

- probation
- staff appraisal
- advice from line managers
- personal identification by the individual.

and may arise because of:

- new equipment or technology
- new responsibilities
- awareness of new forms of teaching and learning
- course/departmental changes
- career changes
- health and safety requirements

1.2 Academic Staff Research

The encouragement of academic research is a major element of the College's Staff Development Policy. The Research Committee has responsibility for promoting and monitoring academic staff research and has established a budget from which the Research Committee can provide financial support for the research work of individual members of staff.

Applications for financial support for academic staff research should be made to the Research Committee via the Research Office.

1.3 Self-managed Development

Staff development is not just about attending training courses, but encompasses a wide range of learning opportunities. Development needs should be identified at Appraisal review, or notified to Human Resources.

Senior staff are also encouraged to organise departmental workshops or staff meetings to enable their staff to reflect on common issues, exchange views and receive useful information.

1.4   Staff Development Weeks

The HR Department organises a range of staff development activities in the two weeks following the end of the Summer term covering a variety of communication, office and interpersonal skills. A week of similar activities is also run during the Spring Term. Previous topics have included time management, presentation skills, assertiveness and getting results through negotiation. Details are available in the Spring and Summer term.

1.5   Computer Training

The HR Department periodically organises training on software packages commonly used in the College. The need for a particular course is identified through staff appraisals, the Head of Programme/Department or individual requests. These courses will encompass most Microsoft Office packages as well as other technical computer packages. The HR Assistant will advise throughout various times of the academic year when these courses will be held.

1.6   Centre for Learning & Teaching in Art & Design (CLTAD)

The CLTAD offers a range of short (one day) courses and accredited programmes for academic staff who wish to enhance their practice and understanding of learning and teaching.

The CLTAD also offers a Postgraduate Certificate in Learning & Teaching in Art, Design and Communication. Successful completion of this certificate provides an accredited route to membership of the Higher Education Academy's (HEA) Register of Practioners.

The College funds all courses organised by the CLTAD from the Training & Development fund. Should you require further information on specific courses offered by the CLTAD, please contact the Academic Development Office or the HR Assistant.

Applications for specific courses should be made by using the Staff Development Application form available from HRI or on Space.

1.7   Safety

Safety training is organised by the Safety, Health & Environmental Officer. Staff who identify a training or development need for a particular area of safety should approach the Safety, Health & Environmental Officer with their suggestions. General safety training courses are held during the staff development weeks.

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2.   **Administrative Arrangements**

2.1   **Financial Support**

Financial support for staff development, other than academic research is provided by a central Staff Development budget, administered by the Director of Human Resources.

2.1.1   **Eligibility**

All members of staff are eligible to apply for financial support for staff development subject to the following criteria:

- the activity is relevant to the job and will enhance job performance

- the activity is supported by the line manager (normally Head of Programme/Department) who agrees to release you to attend

- where the activity takes place during working hours the Programme/Department can cover the absence of the member of staff.

2.1.2 **Applying for Financial Support for Staff Development**

Applications to attend any courses should be submitted on a Staff Development Application form. This should be signed by your line manager and returned to the HR Assistant with full details of the course, dates and fees. The course will then be considered for approval. (Note: there are not always sufficient funds available to agree to all requested courses.)

2.1.3   **Fees and Travel**

Course fees, approved in advance, of up to £500 will be paid in full.

With the exception of CLTAD courses, which are fully funded, for courses costing more than £500 the College's contribution will be the greater of 2/3 of the cost or £500 (subject to the availability of funds). The member of staff or his/her department is expected to cover the remaining amount.

Travel to and from training courses is at the expense of the member of staff or his/ her Programme/Department.

2.3   **Study Leave**

Where the College has approved your course of study, you may request paid study leave from your Head of Programme/Department. The amount of time granted depends on the level of qualification being sought, but for an undergraduate degree or postgraduate qualification the amount of time would be based on one day of paid study leave per subject before examination. Staff may also request paid leave for the actual day of exams.

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