



PiPeLine Productions Academies Staff Development Policy

Introduction

Staff development refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the Academy.

We are committed to providing staff with development opportunities to ensure that individuals and departments are able to contribute fully to the achievement of the Academy objectives.

Scope

This policy applies to all staff.

Staff development embraces all forms of development activity including personal study, e-learning, internal or external courses, workshops, work shadowing and planned experiences. We will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business need.

Aims and objectives

The main aim of the policy is to provide managers and staff with a framework that supports and encourages the development of all staff in line with the delivery of PiPeLine Productions Academies plan and departmental objectives as agreed during the annual planning and budgetary cycle.

All staff are supported and encouraged to acquire and develop the relevant knowledge, skills and competencies to enhance their performance in their current role and also for future development within any further possible roles.

All internal training activities will support the need to heighten awareness of equality and diversity issues. Where relevant, this will be reflected in the design, content and delivery of each activity. Where a staff development activity is commissioned from an external provider, the training specification supplied by the Academy will include the need to heighten awareness of equality and diversity issues and meet the needs of all attendees.



How needs are identified

- Managers will conduct an annual Appraisal for staff members at PiPeLine Productions Academies. This will include a documented and recorded outcomes led Appraisal form.
- Staff development needs may be identified throughout the year. The planning processes will retain flexibility for agreement of additional development needs as they become necessary.
- Directors will continually analyse the business and legislative needs of the Academy in order to identify additional training and development that is required.

PiPeLine Productions Academy will ensure equal opportunities in access to staff development in accordance with the it's Equal Opportunities & Diversity policy.

Individuals

Individuals are responsible for:

- Reflecting at regular intervals upon their performance in their current jobs and future career aspirations and identifying their appropriate development needs.
- Discussing these with their manager during their Performance Review Meetings with a view to establishing priorities in relation to their personal or Academy objectives.
- Taking full advantage of such opportunities.
- Applying newly developed knowledge and skills to their work and the development of their careers.
- Where difficulties occur, raising issues with their manager in the first instance.

Further policy points

- Support for external development programmes with or without qualification
- Statutory and compliance training guideline
- Right to request time off for training

Signed:

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(Directors)