



**KINGSMERE
COLLEGE
LONDON**

Staff Development Policy

KINGSMERE COLLEGE LONDON acknowledges the benefit to both staff and the company in providing employees with opportunities to engage in further development and training.

Staff will be supported in accessing the necessary training in order to perform in their job role at **KINGSMERE COLLEGE LONDON** through internal training and attendance to external events where appropriate. All staff are also encouraged to seek out further opportunities for their own academic development. **KINGSMERE COLLEGE LONDON** will assist employees in this regard by notifying them of any training events that may be of benefit to their development, and by permitting attendance and assisting with learning resources where required.

Staff Development and Performance Review Policy Code: HR-01 Approved by: Centre Director
Responsible Officer: Human Resources Manager / Quality Assurance Lead Effective Date: October 2025
Review Date: October 2026 Version: 1.0

1. Purpose

The purpose of this policy is to ensure that all staff at Kingsmere College London are provided with opportunities for professional growth, reflective practice, and continuous improvement in teaching and academic delivery. The College recognises that investment in staff development directly enhances the quality of learning and assessment provided to its students.

2. Commitment to Professional Development

Kingsmere College London encourages all academic and administrative staff to actively pursue opportunities for professional and academic development.

The College will support this by:

- Notifying staff of relevant training events, workshops, and conferences that may contribute to their development.
- Permitting reasonable time off for attendance at approved training sessions or professional meetings.
- Providing access to learning materials, digital resources, or internal mentoring where required.
- Encouraging engagement with continuous professional development (CPD) activities relevant to their role
- and subject area.

Staff are expected to maintain a record of their CPD activities, which will be reviewed during their annual appraisal.



Staff Development Policy

3. Peer Observation and Review of Teaching

Kingsmere College London operates a structured Peer Observation and Review of Teaching scheme designed to promote reflective practice and enhance teaching quality.

- Each member of teaching staff is observed at least once per academic year by a peer or line manager.
- Feedback is constructive, developmental, and intended to support professional growth.
- Outcomes of peer observations are discussed confidentially and may inform individual training or support plans.

4. Moderation and Feedback Dissemination

The Centre ensures that outcomes from internal and external moderation processes are communicated effectively to all staff involved in teaching and assessment.

- **Internal Moderation:** Findings are shared during departmental meetings led by the Quality Assurance Lead.
- **External Moderation:** Feedback reports received from awarding organisations or external verifiers are reviewed by the Programme Leaders and summarised for relevant teaching teams. Key action points and improvement recommendations are recorded, monitored, and incorporated into the College's Continuous Improvement Plan.

5. Staff Appraisal Process

Kingsmere College London operates an annual Staff Appraisal and Performance Review process for all employees.

- Appraisals are conducted by line managers or the Centre Director and provide an opportunity to review achievements, identify areas for professional development, and set performance objectives for the coming year.
- Appraisal outcomes are documented and linked to Individual Development Plans (IDPs) to ensure targeted support and measurable growth.
- The process also serves to identify staff eligible for progression, training sponsorship, or additional responsibilities.

6. Review and Monitoring

This policy and its associated procedures will be reviewed annually by the Human Resources Department in consultation with the Quality Assurance Lead to ensure continued alignment with awarding organisation requirements and institutional development goals.



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Staff Development Policy

Process for Accessing Training

Staff Training Application Process

Kingsmere College London recognises the importance of continuous professional development (CPD) and supports staff in applying for training opportunities that enhance their skills, subject knowledge, and contribution to the College's academic quality.

1. Purpose

This process ensures that all staff have a clear and transparent method for applying to attend external or internal training courses, workshops, or professional events. It enables the Centre to plan and allocate resources effectively while supporting individual development needs identified through appraisals or departmental reviews.

2. Eligibility

All permanent and contract staff members of Kingsmere College London are eligible to apply for training or development opportunities relevant to their role. Priority will be given to applications that:

- Directly support teaching, assessment, or quality assurance functions.
- Address areas identified during the annual appraisal or peer observation process.
- Contribute to the College's strategic or academic objectives.



Staff Development Policy

3. Application Procedure

- Completion of Training Request Form
 - Staff must complete the Staff Training Request Form (HR-02-F1), providing details of the course, provider, duration, relevance to role, and estimated cost.
 - The form should be submitted at least four weeks before the start date of the proposed training.
- Line Manager Review
 - The staff member's Line Manager will review the application to confirm its relevance to the individual's role and departmental objectives.
 - The Line Manager may recommend approval, modification, or deferral based on workload or budget availability.
- Approval by Quality Assurance Lead / Centre Director
 - The Quality Assurance Lead or Centre Director will make the final approval decision, taking into consideration:
 - Budget allocation for staff development
 - Strategic alignment with the Centre's objectives
 - Potential benefit to the College and students
- Notification of Outcome
 - Applicants will receive written confirmation of the decision within ten (10) working days of submission.
 - Approved staff will be provided with guidance on expense claims and post-training reporting requirements.

4. Post-Training Requirements

- Staff who attend external training or CPD events are expected to share key learning outcomes with their team or department during the next scheduled staff meeting
- A brief Training Feedback Form (HR-02-F2) should be completed to document the impact and relevance of the training.
- These records will be included in the staff member's appraisal file and reviewed as part of their ongoing professional development plan

5. Record Keeping

All staff training applications, approvals, and feedback forms will be recorded and maintained by the Human Resources Department in collaboration with the Quality Assurance Office. Records will be retained for a minimum of three years.



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Staff Training Request Form

Section A – Applicant Details

Full Name

Job Title / Role

Department

Line Manager

Email Address

Contact Number

Section B – Training Course Details

Title of Training / Course

Training Provider / Institution

Location / Delivery Mode

On-Campus Online External Venue

Start Date.

End Date

Duration (hours/days)

Course Fee (if applicable).

£

Funding Requested.

Full Partial None



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Staff Training Request Form

Section D – Alignment with Development Objectives

Is this training linked to your most recent appraisal or development plan?

Yes **No**

If yes, please specify the identified area for development:

Has this training been discussed with your line manager?

Yes **No**

Section E – Manager Review

(To be completed by the applicant's Line Manager)

Manager Name:

Position:

Date Reviewed:

Relevance to staff member's role

Yes **No**

Alignment with departmental objectives

Yes **No**

Budget availability

Yes **No**

Recommended for approval

Yes **No**



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Staff Training Request Form

Section F – Centre Approval

(To be completed by the Quality Assurance Lead or Centre Director)

Role

Name

Signature

Date

Decision

Quality Assurance Lead **Approved** **Rejected**

Centre Director (if required) **Approved** **Rejected**

Notes / Conditions of Approval:

Signature:

Date :



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(To be completed by the Quality Assurance Lead or Centre Director)

Role

Name

Signature

Date

Decision

Quality Assurance Lead **Approved** **Rejected**

Centre Director (if required) **Approved** **Rejected**

Notes / Conditions of Approval:

Signature:

Date :



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Staff Training Request Form

Section G – Post-Training Requirements

(To be completed after training completion)

Date Training Completed

Key Learning Outcomes

How will the training be applied in your role?

Shared outcomes with management team?

Yes **No**

Feedback Form submitted?

Yes **No**

Employee Signature:

Date:



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Staff Training Request Form

Submission Instructions

- Complete all sections of this form and attach supporting documents (e.g., training brochure, cost details, course outline).
- Submit to your Line Manager for initial review.
- Approved forms must then be forwarded to the Quality Assurance Lead via email:
qa@kingsmerecollege.ac.uk
- All requests should be submitted at least four (4) weeks before the start date of the training.