

# LIBF

## Academic staff continuing professional development policy

1. This paper sets out the policy of LIBF's continuing professional development (CPD) for academic staff. Reference should also be made to LIBF's Code of Practice chapter 12: staff development, the teaching observation policy, and the general training and development policy.

### Context

2. In line with regulation and good practice in the education sector, LIBF has formal processes for ongoing staff development as set out in the LIBF Code of Practice chapter 12. LIBF recognises that providing opportunities for staff to develop and build their skills and knowledge not only ensures that they continue to meet the appropriate standards for teaching, assessment, and learning support, but also that they're able to enhance their knowledge, reflect upon and develop their practice, and contribute towards a fully inclusive institutional culture.
3. LIBF is an accredited Investor in People, the values of which incorporate a commitment to recruit and develop the right skills.
4. At LIBF, our academic community is formed of both permanent and non-permanent staff. At Levels 4-6, staff are usually on either a permanent or fixed-term contract, and as such are employees of the organisation. Those teaching at Level 7 are usually engaged on a consultancy basis and aren't employees.

### Induction

5. Whilst not specifically a CPD activity, induction is an important point in an academic's experience at LIBF, and every member of the academic community, regardless of their contract with us, undertakes this process.
6. Induction is both general (there are core activities that must be completed by all members of staff), and specific (those teaching on different programmes will have individualised guidance and support).
7. The HR team will manage any contractual obligations, share key staff policies, and ensure that all new members complete certain development. This includes, but is not limited to, these e-learning modules: health and safety, prevent duty, and data protection, and harassment, safeguarding and sexual misconduct. In most instances, staff are obligated to renew this training every 12-24 months.
8. The Head of Academic Development ensures that newly recruited staff have access to and knowledge of all our key systems for learning and assessment and understand LIBF's policies relevant to their work with us. They introduce the new staff member to the different teams they'll be working with and ensure they understand what their role and responsibilities are.

# LIBF

9. Where relevant, the appropriate Head of Programme will offer an induction specific to the programme that the member of staff is teaching on.

## CPD activities available to all staff

10. LIBF encourages staff to participate in a range of CPD activities to enhance their knowledge, reflect upon and develop their practice, and contribute towards a fully inclusive institutional culture.
11. LIBF has an expectation that all staff will be aware of their own strengths, weaknesses, and motivations, and that each individual will take responsibility for their personal learning and development. Our academic staff will be supported in these endeavours by both their line manager (see 14 below), and the Head of Academic Development.
12. As outlined in LIBF's teaching observation policy, all relevant staff will be observed at least twice each year. One will be a coaching observation, undertaken by the Head of Academic Development or, on occasion, the Director of Studies, and the other will be a peer observation (which enables a sharing of best practice both ways). Every academic will have an opportunity to be a peer observer.
13. Together with session-based learner feedback and assessment results, these observations give each academic an opportunity to reflect upon their practice and consider areas for development.
14. All employees have an allocated line manager. Development of skills and knowledge will form a part of those line management discussions. Permanent staff will meet at least monthly with the manager, and during these meetings will identify any development activities, which will be recorded in our HR system. Appraisal and development are therefore threaded through the year rather than at a single point review meeting.
15. Those academics on short-term contracts do have an allocated line manager but one-to-one meetings are less frequent and held when necessary. Any staff engaged on a consultancy basis don't have an allocated line manager but will be offered one-to-one meetings with the Director of Studies should they want them. In both instances, faculty are invited to regular team meetings.
16. Each academic is invited to have a meeting with the Head of Academic Development at least annually. Delivered in a coaching style, this will form an opportunity to reflect upon any gaps in their knowledge and skills, and to explore areas of practice that the individual would like to enhance. These meetings will also help to inform the range of development workshops delivered to the academic community, e.g., mental health awareness, giving feedback, designing engaging learning experiences, etc (see section 18).
17. It's likely that development targets are formed from the activities outlined in sections 12-15. Together with their line manager, staff will discuss the best approaches to undertaking the necessary development, and achievement will be monitored at their one-to-ones.

# LIBF

18. All members of faculty are encouraged, and supported, to become Fellows of Advanced HE and to become Certified Management and Business Educators via the Chartered Association of Business Schools. In all cases, that support will be in terms of achieving these professional designations, and for permanent staff this may also include financial support.
19. Academic staff have access to our e-library, KnowledgeBank. This incorporates educational and professional journals, books, and other resources to help faculty remain up to date in both the field of education and their subject specialism.
20. A range of opportunities to build knowledge and share best practice are provided to all faculty via the regular team meetings, development workshops, and our HE conference. Staff are encouraged to use our MS Teams space to collaborate and share ideas. They're also invited to attend the topical events that LIBF runs for learners and members.

## Apprenticeship programmes

21. In addition to the above, academics on the apprenticeship programmes will
  - a. be observed by the apprentices' employer and/or lead training provider (where LIBF's delivery forms part of a sub-contracting arrangement), and
  - b. develop knowledge of the appropriate apprenticeship standard(s) and assessment plan(s).

## Policy review

22. This policy is subject to review approximately every 12 months by the Head of Academic Development.

March 2022.