Staff Development Policy

Staff Development at the Kingston Institute of Management & Technology (KIMT) of their role, department, faculty and institution, and to enable them to respond flexibly to the demands placed upon them by internal and external change and development.

All staff at the KIMT should also be engaged in continuous learning to enhance their performance in their current roles.

Scope: all staff with a contract of employment at the KIMT.

How staff are supported in this:

- One of the main ways for staff to identify their learning and development needs is through the Staff Review and Development Scheme (SRDS), which all staff are expected to participate in on an annual basis.
- There are a number of internal suppliers of staff development, and these should be given priority over external providers when considering development options. This applies to staff undertaking degree programmes as well as for short courses. Some internal provision may be chargeable back to the individual's department; this will be made clear at the time of booking.

Key Principles:

1. Staff have primary responsibility for their own development. Your line manager, Head of Department, faculty management team and the

institution's Executive Board also have responsibilities associated with making learning opportunities available that support institution objectives. For a full list of roles and responsibilities please refer to the Staff Development Policy Guidelines.

2. We actively promote equality of access to learning opportunities, and all staff should have access to development which either:

- Enables them to increase their knowledge and contribute more effectively in relation to their current role and against current objectives; or
- Helps them to be more effective in their role by building personal and interpersonal skills as part of their personal and career development

3. For the purposes of this policy, staff development is any learning activity undertaken by individuals, teams, departments or organisations to improve and update their skills, knowledge and abilities as they relate to the workplace and from which added value can be ascertained. It is by definition a dynamic and evolving process and is not only achieved through formal provision such as courses but also by other methods such as conferences, mentoring, collaboration, job shadowing, private study, experience and reflection.

4. There may be occasions where staff are mandated to attend training / development, where their line manager, department, faculty or the University feel that this is in both the best interests of the individual and of the institution.