



# Professional Development Policy

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## **1. Introduction**

This Professional Development Policy sets out the and future development of its employees.

The University is committed to creating an equitable, developmental and motivating working environment which values and empowers people at all levels. Professional development is seen as one of the main routes to achieving this commitment. As an educational provider the University has a unique opportunity and an important corporate responsibility to support and encourage the continuous learning and development of all colleagues.

. We strive for excellence in everything we do, holding high expectations of performance.

## **2. Scope**

This policy applies to all employees, full and part time.

Professional development includes any learning activity undertaken by colleagues either as an individual or in a group; whether on campus or off-campus; whether through direct training or through self-directed reflective activities.

## **3. Aims and Objectives**

The main aim of the policy is to provide managers and colleagues with a framework that supports and encourages the development of all people in line with the delivery of the





Colleagues and Managers should consider other colleagues work patterns within the department prior to agreement for time away for development.

For courses not funded by the University there is no automatic entitlement to paid or non-paid leave of absence for examinations or other related attendance requirements, and individuals may be required to use their annual leave entitlement. Arrangements must be made and approved through local management.

## **6. Links to Strategy Documents and External Standards**

Organisational Development supports the University Strategic Plan, its vision, mission and values and is organised and delivered in a style consistent with University policies such as equality and diversity.

## **7. Responsibility for Professional Development**

The strategic responsibility for ensuring that colleague development needs are met, lies with those responsible for managing them e.g. PVCs, Heads of Schools and Service Directors. The Organisational Development team and Department of People, Performance and Culture (PPC) will work with Heads of Schools and Service Directors to support training needs analysis and support areas to implement development plans.

It is the responsibility of each individual employee to ensure that their U



- The amount of development that it is reasonable for any colleague to undertake in a given period
- The options available within the School or Department in terms of resources (i.e. budget, sufficient cover etc.)



absence. Local budgets are the source of funding for training and development which is specific to that area of operation.

Central funding can be used to pay the costs of developmental events which are organised for the benefit of colleagues across the institution (rather than within an individual department). It is important to be aware that some programmes of learning may be subject to cost recovery should a colleague leave within a certain period.

The cost of award bearing University of Lincoln courses may be wholly or partially funded through the University Programmes of Study Scheme. Criteria and application to this can be located via the PPC website:

<https://hr-internal.blogs.lincoln.ac.uk/uol-programme-funding/>

Funding for Apprenticeship programmes can be applied for through the Organisational Development team utilising the Apprenticeship Levy. Criteria and eligibility is aligned to government regulations. Please refer to Employee Apprenticeships Policy for further information.

<https://hr.blogs.lincoln.ac.uk/development/apprenticeships/>

## **12. Forums for Discussing Professional Development Matters at University Level**

The Board of Governors receives updates on central Professional Development activities, strategies and outcomes as part of the PPC report. The University conducts regular employee surveys which will include various aspects of colleagues which directly contributes to the planning and provision of development needs.

The Senior Leadership Team (SLT) are also regularly informed and included in strategic decisions on various elements of People and Leadership Development at the University.

The University provides a forum for trade union representatives to discuss employee development matters through the Joint Consultative Committee.

Individual colleagues also have a responsibility to understand how local employee development requirements and needs are identified and met and should discuss with their manager if clarification is required.

## Professional Development Policy

| Owner                      | Last Reviewed | Next Review   |
|----------------------------|---------------|---------------|
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