Human Resources and Staff Development

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1 Introduction

The College relies on the commitment and effectiveness of all its employees to provide high quality education to its students.

The College views systematic training and development (staff development) as critical to the success of the institution, its employees and its students. Structured, well-planned and cost-effective training and development at all levels within the organisation makes a positive contribution to the efficient, effective and profitable operation of the College.

2 Terminology

Human resources refer to the people who make up the workforce of Oxford Business College.

The term `staff development` is used to encompass all kinds of activities that lead to improved knowledge, skills, awareness and confidence in the job role. The College views it as inclusive of the full range of staff, not solely those engaged directly in teaching and assessment or in explicitly `professional` roles. It is recognised, however, that some individuals may be members of professional bodies which may specify defined CPD activities for continued membership.

3 Scope

This policy relates only to the College`s own human resource management arrangements and not to any university staff who may work from time to time within the College (with the exception of current legislative requirements which apply to all).

This policy, and its related procedures, addresses all matters relating to the conditions and treatment of employees at work within and on behalf of the College. It covers arrangements to ensure that all relevant legislative requirements are met and other expectations relating to employment with the College.

Health and Safety is covered under Policy 9 (*Facilities and Health and Safety*).

3.1 Staff development activities can take many forms. This policy recognises that these can include:

3.1.1   formal structured training programmes and seminars

3.1.2   informal learning on the job

3.1.3   mentoring

3.1.4   action learning

3.1.5   external qualification programmes

3.1.6   short briefing sessions

3.1.7   group activities

3.1.8   conference attendance (either as a delegate or to present a paper)

3.1.9   research activities

3.1.10   peer review and mentoring

3.1.11   study visits

3.1.12   individual reflection and learning logs

3.1.13   reading specialist journals

3.1.14   job swaps and role reversals

3.1.15   job rotation

3.1.16   planned delegation

3.1.17   secondments and work placements

3.1.18   team building activities

3.1.19   creativity development

3.1.20   coaching sessions

3.1.21   professional discussion

3.1.22   case studies

3.1.23   individual research

3.1.24   sabbatical leave

3.1.25   online learning

Training and development activities may be viewed as being on a continuum from highly structured to unstructured and also ranging in terms of involvement from large conference

presentations through small formal training seminars to a wide variety of focussed individual activities.

4 Aims

The overall aim of the policy is to ensure that all employees can work effectively within an appropriate framework of defined procedures that is reasonable, fair and compliant with current employment legislation.

In addition, the policy aims to ensure that all employees have the knowledge, skill, experience and confidence to meet the required standards of occupational performance, together with the opportunities for personal advancement and development in the case of those individuals who demonstrate appropriate motivation, enthusiasm, ability and potential.

Human Resources:

5.1   To ensure that the human resource function is considered, appropriately resourced, managed and reviewed at a strategic level in the College;

5.2   To ensure that the College operates within the framework of current employment legislation;

5.3   To ensure that the selection and recruitment of new employees is organised effectively, fairly and in compliance with current legislative requirements;

5.4   To ensure that all new employees undergo an effective and informative induction process and that they have adequate initial support in the first weeks of their employment;

5.5   To meet and exceed all the current requirements relating to equality and diversity at work;

5.6   To ensure that appropriate support is provided to any employees who experience difficulties or stress at work;

5.7   To define and disseminate clear rules and expectations concerning hours of work, holiday entitlement, absenteeism, lateness and poor work performance;

5.8   To ensure that clear and reasonable rules about workplace discipline are defined and disseminated to all employees;

5.9   To define and disseminate arrangements for the regular review of employee performance;

5.10   To define and publish arrangements whereby employees may raise a grievance against the College;

5.11   To issue rules and expectations about the appropriate use of information technology within the College`s premises;

5.12   To consider any other special condition or aspect of the work of employees within the College which may require definition, guidance or regulation.

6 Staff Development:

6.1   Staff development refers to the process of providing employees with opportunities to develop their skills, knowledge, and expertise to enhance their job performance and career prospects. This can include a variety of activities such as training programs, workshops, mentoring, coaching, and job shadowing.

6.2   To ensure that each employee participates in an effective induction programme, which covers a detailed introduction to the College and also relevant health, safety and legal requirements relating to the individual`s job role (see *UK Quality Code* Chapter B3);

6.3   To ensure that all employees are made aware of the College`s policies and procedures and that they take particular note of those policies and procedures which most closely relate to their job role;

6.4   To provide, following induction, appropriate introductory training and support, which may include mentoring and peer review, to enable new employees to reach their expected level of performance;

6.5   To ensure that appropriate training and briefing is provided for all staff in health, safety and accident prevention and also in relevant statutory and regulatory requirements;

6.6   To ensure that all staff are aware of the expectations of the *UK Quality Code* and other relevant external reference points and that they understand how these relate to the operations of the College;

6.7   To ensure that particular attention is paid to the development of staff involved in student assessment (see *UK Quality Code* Chapter B6);

6.8   To facilitate, where appropriate, group training and development activities in the context of work teams so as to improve team cohesion and build stronger teams;

6.9   Through the performance review process and, in the case of teaching staff, through the additional use of data derived from teaching observation and student feedback, to identify current and potential individual training needs on the basis of identified need, effectiveness and fairness (see *UK Quality Code Quality standard 3)* ;

6.10   To make available appropriate resources including a designated training and development budget to ensure, as far as practicable, that all learning which takes place through both formal and informal training and development activities is shared and disseminated in a realistic and systematic fashion.

7 Promotion Guidelines

7.1 During your employment with the college, you may see internally posted vacancies that might be of interest to your further development. Eligibility for a promotion to a specific role can be discussed and determined by your line manager after 1 full year of employment at OBC.

7.2 If an employee is performing well and meeting or exceeding their goals, they may be considered for a promotion. However, promotions may also depend on factors such as the availability of positions, the employee's qualifications, and the organization's budget.

7.3 Potential job vacancies, both internal and external will be posted on our website with directions on how to apply via the correct channels.

7.4 If an employee is performing well and meeting or exceeding their goals, they may be considered for a promotion. However, promotions may also depend on factors such as the availability of positions, the employee's qualifications, and the organisation's budget.

7.5 Interim promotions can provide employees with an opportunity to develop new skills and gain experience, while also allowing the organisation to maintain productivity and continuity in the absence of a permanent employee.

7.6 It's important to note that interim promotions are usually temporary and may not lead to a permanent promotion. However, they can be a valuable steppingstone in an employee's career development and can demonstrate their ability to take on increased responsibilities and leadership roles.

7.7 A salary increase in line with a promotion refers to a raise in an employee's salary that is given when they are promoted to a higher position within the organisation. Typically, this salary increase is based on the higher responsibilities, skills, and experience required for the new role.

7.8 The specific amount of the salary increase may depend on a variety of factors, such as the pay bands, the employee's current salary, and the market rate for the new position. It's important to note that a promotion does not always guarantee a salary increase.