**Medway Adult Education Workforce Development Plan**

**2022 to 2023**

**Review Date: April and August 2023**

**Prepared by: Caroline Richer December 2022**

**Updated by:**

**Introduction**

Medway Adult Education’s (MAE) Workforce Development Plan follows the principles laid out in Medway Council’s Learning and Development Policy Learning and Development Policy. Medway Adult Education’s Senior Management Team (SMT) has identified, through the Self Assessment Report and the Medway Adult Education Strategic Plan, the Quality Improvement Plan, Medpay professional development reports and a needs analysis based upon Observation of Teaching, Learning and Assessment Report; the following areas as being learning and development priorities for the Service:

• teacher training requirements for part-time tutors in the Adult Learning Sector

• on-going training to improve teaching and learning to at least 85% observed as good or outstanding with 40% outstanding

• updates on local and national changes affecting adult education including national initiatives, new legislation, funding changes and local authority requirements

• equality and diversity training

• MIS and financial training

• ICT training inc. Remote learning delivery and Moodle champions

• Information, Advice and Guidance (levels 3 & 4) as required by the new updated conditions of funding statement

• management training (performance management, setting performance objectives)

• health and safety issues (IOSH, First Aid, Fire Safety)

• development needs as identified in quality improvement processes (SAR and observation process)

• Safeguarding and protecting vulnerable adults and children.

• Prevent

• Data Protection

• Monitoring and reviewing progress and achievement

• Local Authority training – induction, use of data, critical friend.

**Purpose of learning and development**

The Medway Adult Education’s Workforce Development Plan follows the principles of the Medway Council plan to set out a vision for Medway – to be a city of learning, culture, tourism and enterprise and as a great place to live, work, learn and visit. Medway Council is committed to improving the quality of life for all Medway’s residents. It places great importance on its dual role as both community leader and service provider - leading the transformation of Medway and providing high quality services for customers. As the workforce development function, we aim to support the council to achieve its priorities:

• Medway: A place to be proud of

• Supporting Medway's people to realise their potential

• Maximising regeneration and economic growth

People are a key driver for this success. We remain committed to being an employer of choice within the area and to continue to recruit competitively and demonstrate best practice in training and developing our people. As a community leader, we continue to set the highest employment standards and help generate economic success through encouraging a more skilled labour market. The council recognises that its staff are the key to its success and all employees and members will be offered learning and development, in line with strategic and service objectives. The council seeks to develop its employees and members so they have the skills and knowledge to do their jobs effectively now and in the future, to realise potential and continuously improve performance and service delivery.

**Planning**

SMT will update the Workforce Development Policy and Plan annually based on Medway Adult Education (MAE) priorities, quality improvement plan and identified training needs. The plan will be monitored and reported on as part of the Self-Assessment Report. In accordance with the council’s Training and Development Policy we are committed to allow each employee to engage in the equivalent of at least 5 days learning or development per year to help meet their current and future development needs.

**Delivering Learning and Development**

If you are attending a training course the mechanism is, where practicable, to book training through I-share, www.i-share.org.uk, Medway Council’s on-line booking system. This ensures records of training activity are stored on the council’s MIS, Resourcelink.

A range of training methods are used to deliver workforce training and development, addressing training needs and priorities and meeting the learning needs and styles of staff:

**On the job learning**

• Mentoring

• Shadowing / job rotation / leave cover

• Secondments

• Partnership and multi-agency training

• Project work (specific or experience)

• Increased responsibility

• Cascading information from colleagues/managers/group discussion

• Lunchtime learning

• Collaborative learning (e.g. debriefing sessions).

**Personal training (self-learning)**

• Audio visual

• Reading

• E-learning/online learning

• Networking

• Workbooks

• Manuals

In-house training events are held regularly throughout the year. Council training is available throughout the year. Members of the workforce may also attend a range of external training run by outside agencies.

**Funding Training**

MAE allocates an annual training budget depending on available resources. In any given academic year and depending on the financial situation of MAE, every attempt will be made to support the workforce to undertake appropriate training that is in line with MAE priorities, tutor training, CPD and PDR requirements. Any training must be agreed with the Line Manager.

Attendance at free or no cost training events needs to be agreed with the Line Manager in accordance with staff development procedures. All requests to fund training, including attendance at external conferences, must be agreed by the Line Manager and approved by SMT within designated budgets. The learning and development application form must be completed and approval given **before** a space is booked.

**Attendance at Meetings and Training**

Part-time tutors who are required to attend meetings and/or training will be paid the training (non-contact) rate. Full time and part time staff will be expected to work flexibly to attend training and meetings. Staff are required to attend relevant paid training to improve performance where issues have been identified through observations, PDRs or learner feedback.

**Evaluating Learning and Development Investment**

The workforce is expected to complete an evaluation form and cascade relevant information to colleagues as appropriate. The Senior Management Team will review the effectiveness of training, use the results in future planning and report on training in the SAR.

**Minimum Standards of Teaching Qualifications**

From 1 September 2012, amended workforce regulations were introduced including removal of the requirement to join IFL. In March 2014 BIS issued the Further Education Workforce Strategy.

In the absence of government regulation MAE is committed to developing and maintaining a highly qualified tutor team and workforce. New entrants into the Adult Community Learning (19+) Sector will have to undertake the appropriate stage of the new teaching qualifications according to the criteria listed below. They are also required to have at least a level 3 qualification in their specialist subject.

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| **Key:**  |  | **Key:** |  |
| **L&M** | Leadership and Management | **SM** | Service Manager |
| **Q** | Quality | **SMT** | Senior Management Team |
| **E&D** | Equality & Diversity | **SOO** | Senior Operations Officer |
| **EEM** | Embedding English and Maths | **QCM** | Quality and Curriculum Manager |
| **G** | General | **BDM** | Business Development Manager |
| **PM** | Programme Manager | **LSC** | Learner Services Co-ordinator |
| **PC**  | Programme Co-ordinator |  | Prioritised training |

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Award Status** | **Teaching Criteria** |
| L3 Award in Education and Training | Compulsory first step | All new teachers or prospective teachers |
| L4 Certificate in Education and Training Associate  | Teacher (ATLS) | For those who are employed to deliver some teaching or training  |
| Cert Ed or L5 Diploma in Teaching (DTLLS)L5 Diploma in Education and Training Integrated or standalone diplomas in Teaching English, Mathematics and ESOL | QTLS (fully qualified to teach) | Only teachers who teach a range of groups and levels, English, Maths and LDD programmes including qualifications. |

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| **THEME** | **TOPIC** | **TRAINING METHOD** | **TARGET** | **COST** | **TIMELINE** | **LEAD PERSON** |
| Q | Level 3 Education and Training Award | External | All teaching staff without teaching qualification | Training = £1500 | Rolling Programme |  |
| Q | Use and analysis of data, PIs and targets to plan and monitor performance (including use of ProAchieve) | In house through briefing sheets, direct training (delivered by RCET BI Team) & 1 to 1s | Curriculum staff | Staff time | On-going rolling programme |  |
| Q | Coaching and mentoring | Face to face | Management and tutors that have been identified who could act as mentors | £1,000 | Amber 3- 6mths |  |
| Q | OTLA Peer Observations | Face to face MAE & KAED peer obs | PMs and PCs | £600 | Green 6- 12mths |  |
| Q | Awarding Body conferences | External 1-day face to face | PMs | Travel and staff time | Green 6- 12mths |  |
| Q | Counselling and Life Coaching awarding body CPD | Awarding body CPD for delivery competencies for quals we offer. | 4 x tutor/assessor  | Staff time | Green 6- 12mths |  |
| Q | Apprenticeship delivery - maintain awareness and develop knowledge of EPA, BA & CS | Webinars, KATO meeting and face to face events | PMEMA, PCA, QCM | Free | Green 6- 12mths |  |
| Q | Online Training - Maintain competency in ASC | Online | PM & PC VL | Staff time | Green 6- 12mths |  |
| Q | TAQA | External | PM & PCESOL tutors | Approx £600pp | Amber 3- 6mths |  |
| H&S | Safeguarding | WFD – e-learning | All staff | Staff time – established staff Meeting rate – sessional staff | Green 6- 12mths |  |
| H&S | Fire warden training | WFD | All established staff | Staff time | Oct 2021 and then refresher every 36- months |  |
| H&S | Fire safety and evacuation | e-Learning through iShare | All staff | Staff time – established staff Meeting rate – sessional staff | Jan 2022 and then refresher every 36- months |  |
| H&S | Emergency First Aid | Medway Council | Ensure sufficient staff as required by the First Aid risk assessment | Staff time | Ongoing at point of need as certificates expire |  |
| H&S | First Aid at Work (4-day course) | Medway Council | Minimum of 4 x caretakers | Staff time | Ongoing at point of need as certificates expire | Has this been done or was it the one day course? |
| H&S | H&S awareness including risk assessment | WFD | All staff | Staff time – established staff Meeting rate – sessional staff | July 2022 and then refresher every 18-24 months |  |
| H&S | Evac chair operator training | WFD | Ensure sufficient staff are trained | Staff time – established staff Meeting rate – sessional staff | Jan 2022 and then refresher every 18-24 months | BDM |
| H&S | Networking/Conferences/CPD events | External | Leadership Team, all managers | Staff time plus £3,000 event costs & travel costs £640 | Rolling programme | SMT |
| L&M | EBS development seminars | External | Data and Funding Manager, Data and Systems officer | Staff time | Rolling programme | SMT |
| L&M | Customer Services training | WFD | All staff | Staff time – established staff Meeting rate – sessional staff | July 2022 and then refresher every 18-24 months | SMT |
| L&M | Customer complaints training | WFD | All established staff | Staff time | July 2022 and then refresher every 18-24 months | SMT |
| L&M | Prevent | In house/opnline& tutor meetings | All workforce and governors | Staff costs (sessional) £1000.00 other staff time | Ongoing & all new tutors. Governance team | SMT |
| L&M | Data Protection | In house/ishare | All workforce inc. governors | Staff costs (sessional) £1000.00 other staff time | Ongoing & all new tutors. Governance team | DFM |
| L&M | Recruitment and selection (including safer recruitment) | e-learning | All staff involved in recruitment of staff | Staff time | Ongoing as new managers are recruited | SMT |
| L&M | Managers Guide – How to undertake the PDR | WFD | All line managers | Staff time | Ongoing as new managers are recruited then refresher every 18-24 months | SMT |
| L&M | Care First EAP Awareness | Review information on MedSpace | All staff | Staff time | Sept 2022 and then refresher every 18-24 months | SMT |
| L&M | Absence management | Reviewing procedures on MedSpace | All established staff | Staff time | uly 2022 and then refresher every 18-24 months | SM |
| L&M | Grievance procedure | Reviewing procedures on MedSpace | All established staff | Staff time | July 2022 and then refresher every 18-24 months | SM |
| L&M | Business continuity | WFD | SMT | Staff time | July 2022 and then refresher every 18-24 months | SM |
| L&M | Risk management | WFD | SMT | Staff time | July 2022 and then refresher every 18-24 months | SM |
| E&D | Dementia awareness | WFD | All staff | Staff time – established staff Meeting rate – sessional staff | July 2022 and then refresher every 18-24 months | SMT |
| E&D | Effective communication skills | WFD | All staff | Staff time – established staff Meeting rate – sessional staff | July 2022 and then refresher every 18-24 months | SMT |
| E&D | How to use social media within Medway Council | Corp Comms – press team | Admin x 2 | £50 pp plus staff time | July 2022 | SOO |
| G | Use of e-registers | Internal | Tutors | Staff time – meeting rate for sessional tutors | July 2022 and as needed for new tutors as appointed | DFM |
| G | EBS webinars | Webinars with Tribal | Established staff as appropriate | Staff time | As needed | DFM |
| G | How to prepare for your PDR | WFD | All established staff | Staff time | Online for new staff as appointed | SOO |
| G | Debtor invoice training | Internal | Admin | Staff time | July 2022 | SOO |
| G | Integra training | Internal | Admin | Staff time | July 2022 | BDM |
| G | Personnel-related expresso sessions/updates | Corporate HR | Head of Operations; Operations Officer | Staff time | Ongoing – as and when delivered by HR |  |
| G | Finance updates | Medway Council workshops | Head of Operations; Senior Operations Officer; Operations Officer; Admin officers | Staff time | Ongoing | BDM |
| G | ICT refresher training | In house and Medway Council workshops | As identified from ICT skills analysis | Staff time | As needed | SMT |
| G | GDPR training | WFD | All staff | Staff time – established staff Meeting rate – sessional staff | Online for new staff as appointed Refreshers as directed by GDPR team | SMT |

**Monitoring Arrangements:**

Termly reporting at Senior Management Team meetings