

Process of Professional Development for Employees

Park Education

In Park Education we create a professional development plan by following steps

Step 1

We inform the employee that you want to meet with him or her to discuss career development plans and hopes. We ask the employee to think in advance about his or her options for growth and development and how they see their career unfolding in your company. Encourage the employee to think about how they'd like to see their careers progress.

Step 2

We Suggest that the employee think about and come prepared to discuss these questions:

What professional job or career growth goals does the employee hope to achieve within three years?

What would the employee like to accomplish this year?

Offer opportunities for the employee to consider as options to accomplish these goals.

Step 3

We prepare recommendations on what the employee can do to ensure that he or she is making progress on his career path. Determine and discuss resources and support the organization can provide so that the employee can accomplish his or her professional job or career growth goals.

Step 4

We determine what professional and personal goals will help the employee improve or develop great performance in their current job.

What additional support can this organization provide so that the employee can accomplish these goals?

Step 5

We hold a meeting with the employee to discuss these questions and formulate a plan with the employee's involvement. Be flexible because the employee may have other avenues that he or she wants to discuss. As a manager, your job is to know all of the options available to the employee such as job shadowing, mentoring, and coaching on particular skills.

Step 6

We make sure that you're up to speed and can talk knowledgeably about all of the training and development options that exist for your reporting staff members. Many employees don't consider development in any other sense beyond taking a class, and it helps to share with them all of the additional available options for training.

We create and fill out a form that details the employee's career development plan and turn it into Human Resources for review, additional input, and filing.

Appraisal and personal development planning

Park Education has lot of evidence which demonstrates that organisations that have a robust performance appraisal process deliver high quality and safe care. We have an established appraisal process which runs on annual cycle between February and June each year. The exact timings of each cycle will be determined by the Board members. The cycle is based on a cascade approach with directors appraised first, their direct line reports shortly afterwards and then all other staff thereafter.

It is a mandatory requirement that all our staff have both objectives and a personal development plan. Where a member of staff starts within the organisation it is a mandatory requirement that they have an initial development conversation with their line manager three months after they commence to agree objectives and a personal development plan which will then be reviewed on the next appraisal cycle.

There are standard forms for our appraisal process which can be found on the intranet. Continuing professional development our human resources department is responsible for ensuring that it provides a range of education, learning and development that supports personal and professional development. Following each appraisal cycle the directorate undertakes a learning needs analysis using information from the personal development plans and then commissions a range of courses based on the organisational need.

Prior to commissioning, the plan is agreed by the Park Education Board delegates this responsibility to. In addition to the above, the Trust also allocates a portion of funding to support flexible CPD applications. If a member of our staff wishes to undertake a course, or programme, that is not provided by the Park Education and wishes to obtain sponsorship then they should complete a CPD request Staff Training and Development Procedure,

Following authorisation of our board the application will be assess by a CPD panel who assess whether:

- The course can be fully funded by Park Education ;
- Participation can be partially funded with a sum coming from the central CPD budgets and the difference either being made by the service or individual application;
- The request is rejected, only in the following circumstances: There is insufficient budget remaining in the CPD funds;

The programme does not align to development within the role;

There is already an alternative provision in park Education.

Where the Trust supports an individual to pursue a programme which in total costs greater than approved amount the applicant will be made aware and required to sign a conditions of acceptance agreement, that should they leave Park Education within two years of starting the programme. The sum repayable will be based on a reducing scale of 1/24th of the course cost for every month after the education has commenced.

Non-compliance

Where a member of staff becomes non-compliant across any of the mandatory training requirements, they will be written to giving them one Staff Training

and Development Procedure, months' notice to complete the outstanding training requirements and failure to do so will result in the following sanctions:

That their pay step will be suspended and not re-applied until they have become compliant with the necessary training. The member of staff will also not be permitted to apply for developmental training;

Failure to become compliant within one further month will result in the matter being handled through the formal stage of our disciplinary procedure;

For data security training, the member of staff's IT access will be suspended.