

**JOINT AGREEMENT ON GUIDELINES FOR
THE TRAINING AND DEVELOPMENT OF
EMPLOYEES IN
FURTHER EDUCATION COLLEGES**

BETWEEN

THE ASSOCIATION OF COLLEGES (AoC)

AND

ASSOCIATION FOR COLLEGE MANAGEMENT
(ACM)

ASSOCIATION OF TEACHERS & LECTURERS (ATL)

GMB

NATIONAL ASSOCIATION OF TEACHERS IN
FURTHER AND HIGHER EDUCATION (NATFHE)

TRANSPORT & GENERAL WORKERS' UNION
(TGWU)
UNISON

JOINT AGREEMENT ON THE GUIDELINES FOR THE TRAINING AND DEVELOPMENT OF EMPLOYEES IN FURTHER EDUCATION COLLEGES

1 OBJECTIVES

- 1.1 All employees should have the right of access to training and development support provided by colleges. No category of employee shall be treated less favourably and denied access to training and development support purely with regard the terms of their contract of employment or any act, or deliberate failure to act, of the employer.
- 1.2 Both sides recognise and value the contribution of training and development for all employees in further education colleges as a means of facilitating the deployment of employees' knowledge, skills and experience in their personal and the college's development to help achieve personal and organisational objectives.
- 1.3 In particular it is recognised that an effective training and development policy can be a crucial factor in addressing inequalities in employment in relation to race, gender and disabilities.
- 1.4 It is recommended that colleges produce a training and development plan, the aim of which shall be to empower all employees to carry out their roles to the highest standards, and deliver high quality services to students.
- 1.5 In these guidelines, training and development are broadly defined as those activities aimed at raising the standards of employee practice and thus lifting the quality of the employees' and students' learning and college experiences.
- 1.6 All training and development activities shall be focussed towards the effectiveness of the activities; shall be evaluated in accordance with personal and organisational goals identified via employees' appraisal and the college's strategic plan.
- 1.7 These guidelines provide a framework for the provision of training and development support to all employees and will be developed locally with the recognised trade unions.

- 1.8 These guidelines have been jointly agreed between the trade unions and employers in the National Negotiating Joint Forum. The guidelines constitute a Joint Agreement for the provision of training and development support to all employees in colleges and are recommended by both sides to their constituent memberships.

2 TRAINING AND DEVELOPMENT GOALS

- 2.1 The types of training and development goals identified will depend on the personal and organisational objectives identified through the strategic planning process and the agreed appraisal procedure. In any event the goals shall, as a minimum standard, take account of the following:

- ✓ The Mission
- ✓ The Values
- ✓ The strategic objectives of the college
- ✓ Equal Opportunities Policy
- ✓ Requirements for core competencies
- ✓ Continuing personal and professional development
- ✓ Requirements for professional and vocational qualifications in further education
- ✓ Requirements for professional, vocational and workplace updating
- ✓ Requirements for organisational change
- ✓ The operational objectives of the schools/faculties/departments/units
- ✓ Operational performance requirements
- ✓ Personal performance requirements
- ✓ Team performance requirements
- ✓ Self assessment and action planning

3 CONSULTATION

- 3.1 Consultation should take place with recognised trade unions every six months on the evaluation of training and development activities undertaken in the preceding six month period and in respect of proposed training and development activities for the forthcoming six month period. This requirement complies with the statutory provisions of the Employment Relations Act 1999.

4 TYPES OF TRAINING AND DEVELOPMENT SUPPORT

- 4.1 All employees shall have access to the staff development programme in place in the college. They shall also have the full opportunity to attend courses and conferences to develop their professional expertise relevant to the fulfilment of the requirements of their job. The induction procedures shall be fully integrated into the training and development programme for new employees.
- 4.2 The agreed Appraisal Scheme within the college shall be applied equally to all employees.
- 4.3 All employees shall be given opportunities to attend meetings to the fulfilment for the requirements of their job, e.g. team meeting and course development meetings.
- 4.4 Managers shall endeavour to arrange such meetings at times, which are mutually convenient to all employees. Attendance outside of the contractual terms will be paid at the appropriate rate or as TOIL.
- 4.5 There should be clear procedures whereby employees may apply for training and development opportunities, and are given clear reasons for the acceptance or rejection of their applications.

5 WORKPLACE LEARNING

- 5.1 All employees shall be encouraged to learn regularly and rigorously from their workplace activities and share their learning experiences and outcomes with their peers.
- 5.2 Mentoring of new, existing employees and job changers is recognised as a valuable means of achieving shared workplace experience and promoting excellence in the workplace.

6 VALUES

- 6.1 The implementation of these guidelines should seek to encourage an organisational culture in which learning thrives.
- 6.2 Both sides recognise that high quality and appropriate training opportunities support the achievement of the colleges' strategic objectives and empower employees to achieve high standards.

7 TRAINING AND DEVELOPMENT ACTIVITIES

- 7.1 The training and development programme for each year should, wherever reasonably practicable, be scheduled flexibly to accommodate the working patterns of all employees, to allow them to undertake activities during their normal contracted working hours.
- 7.2 It is recommended that colleges should identify annually a set budget for training and development and set a number of days for personal and cross college training and development activities.
- 7.3 The planning of the training and development activities will be subject to consultation with recognised trade unions. Individual employees of the college should also be encouraged to participate in the consultation on the proposals for the provision of training and development activities for the forthcoming year.
- 7.4 A review of each individual employee's training and development activities should be carried out annually via the college's agreed Appraisal Scheme, and periodically throughout the year, as required by the appraisee and the appraiser.
- 7.5 The colleges' professional and occupational training & development activities for their employees should be mapped against relevant standards, for example FENTO, other NTOs or professional bodies and DfEE requirements in relation to professional qualifications.
- 7.6 The standards should inform appraisal, providing criteria against which employees can analyse their skills and strengths, and their learning and training needs in relation to their professional and occupational responsibilities and goals.

8 SHARING BEST PRACTICE

- 8.1 Sharing best practice within and beyond an individual college is recognised as a cost-effective way of maximising the value added that can be achieved from training and development activities. Numerous opportunities exist within colleges, including staff meetings, bulletins, classroom and workplace observation, work shadowing.

8.2 The FEFC/LSC - managed Standards Fund opportunities for colleges to share good practice with colleagues in other colleges should be maximised to develop the following activities:

- ✓ Inter college 'inspection' teams
- ✓ Inter college bench marking
- ✓ Collaborative workshops and seminars
- ✓ Exchange

9 EVALUATION

9.1 The implementation of the college's training and development plan will be monitored and evaluated against clear criteria. The results of the evaluation should be available to all staff and to recognised trade unions and will inform the next training and development planning cycle.

9.2 Particular care should be taken in the monitoring and evaluation process to ensure that there is no discrimination on the grounds of gender, race or disability, and that all staff, full or part-time, have equal access to training and development opportunities.

10 IMPLEMENTATION

10.1 The guidance set out in this Joint Agreement on Guidelines is recommended to Corporations.

10.2 Both sides recognise the guidelines of this Agreement fulfil the requirements of the Employment Relations Act 1999 in respect of consultation with recognised trade unions.

10.3 The principles of this Agreement in respect of access to training and development opportunities shall be commended to employment agencies and third party providers engaged by colleges.

11 INTERPRETATION, MONITORING AND REVIEW

11.1 The interpretation of any aspect of this Agreement may be referred to the Joint Secretaries of the National Joint Forum for comment and advice.

11.2 This Agreement will be subject to regular monitoring and review and any amendment will be, by agreement, within the National Joint Forum.

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SIGNATURES OF THE PARTIES TO THIS AGREEMENT

AoC

ACM

ATL

GMB

NATFHE

TGWU

UNISON

Date of Commencement of this Agreement

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