

FINANCE AND EMPLOYMENT COMMITTEE

24th November 2021

Annual Staff Development Report 2020/2021

This report covers the whole of the organisation including North Shropshire College who Herefordshire and Ludlow College merged with part way through the academic year on 1st November 2018. Separate recording systems are being used so this report has separate sections for Herefordshire and Ludlow College and for North Shropshire College.

Due to COVID-19, the cross-college staff development day programmes have been a blend of virtual remote learning and small groups of face-to-face learning.

HEREFORDSHIRE AND LUDLOW COLLEGE

- **Introduction**

During the academic year 2020-2021 the College supported 3046 individual Smartlog© training records and 795 individual direct and indirect training at a total cost to HLNSC of £23,496.77. This figure indicates the direct cost of the activities across HLNSC but not salary replacement costs. The staff development programme for April 2021 was reduced to allow for students to receive additional teaching hours. Staff development has again been focused on meeting individual and collective training needs and continues to strive to ensure value for money.

- **Governance**

Governors workshops continued through the 2020/21 academic year. Student Governors and members of CMT attended where relevant. Subjects covered included KCSIE September 2020, Governors' responsibility for safeguarding and Prevent, Ofsted Education Inspection Framework and the Strategic Plan.

- **College Management**

College executives and operational managers completed a variety of events relevant to their posts which in total 87 individual training records. Topic areas included the range of Smartlog training currently available, Fire Warden/Incident Controller training, Safer Recruitment and Specialist Safeguarding, Basic First Aid and OTL training.

- **Professional Development Training**

The focus on teacher training once again remained a priority for 2020-2021. The requirements under the 2007 FE Teachers Regulations are no longer in place; however, the College still requires teaching staff to be qualified.

As at 31st July 2021 the HLC employed 302 teaching staff. Seven members of staff enrolled on the Diploma in Education and Training, three members of staff enrolled on the Award in Education and Training course.

Nine members of staff completed Assessor qualifications.

The Teaching and Learning Mentors provided support and drove learning developments across the College through continuous professional development sessions. Sessions included, Activating Prior Knowledge, Advanced Organisers, Co-operative Learning, Curriculum Impact workshop, Curriculum Intent workshop, Generating and Testing Hypotheses, Graphic Organisers, MARGE - A Whole-Brain Learning Approach, Marzano Teaching Methods, Goals & Feedback, Repetition, Rosenshine's Principles Applied, Similarities and Differences and Summarising & Note Taking.

The quality of teaching within the College continues to be monitored by the observation of teaching and learning process which ensures that standards are maintained.

- **Health & Safety and other Legislation training**

Health & Safety training has continued during the 2020-2021 academic year. Staff attended individual sessions in such areas as First Aid at Work, Emergency First Aid, Outdoor First Aid, Paediatric First Aid, Fire Warden and Incident Controller training, Food Hygiene, Evacuation Chair Training, Equality and Diversity, Mental Health First Aid, Safeguarding and Child Protection and further related legislation. Staff are continuing to access the Health & Safety online training package from Safesmart®. The training courses included: GDPR Awareness, Managing Safety, Fire Awareness, DSE users, Equality & Diversity, COSHH, Manual Handling.

- **Curriculum-based and Support-based Job-related training**

These activities continue and ranged from conferences and meetings through to gaining specific qualification and skills required for roles within the College. Staff attended individual sessions on Changes to RARPA Documentation, Employment legislation, Health and Safety legislation, Emsi Training, Microsoft Excel Tutorial for Beginners, Promoting Positive Behaviours, Tips for Promoting Positive Mental Health, and Supporting Learners through PowerPoint Subtitles.

- **Teaching, Learning and performance measurement**

Teaching, learning and performance measurement activities included OTL training and OTL process update, Access to HE - Assessment and Grading Training, and Re-Energising Ideas for the New Academic Year

- **Information Learning Technology**

The focus in 2020/2021 concentrated on the continued use of Virtual and Digital Learning to support all staff in particular for teaching staff to use the facility with their students during Lockdowns. Microsoft Teams and Microsoft Education training sessions were held remotely, together with hints and tips from the Mentoring Team on maintaining student participation and engagement. Moodle continues to be used to share best practice as well as store the latest College policies, forms and Health and Safety documentation.

The focus for 2021/2022 will continue be a mixture of both face to face and virtual professional development – for example, online learning help, learning practices delivered by the HLNSC Teaching & Learning Mentoring Team and HLNSC Digital Platform Framework. This focus will continue to support colleagues to adapt to remote delivery of lessons and complement and enhance the student experience across the college in the event of future Lockdowns.

- **Training and Development not related to job roles.**

Non-job-related development continued to be offered to all staff during the year. Staff requested places on a wide variety of internal courses during 2020-2021 which ranged from practical skills such as languages, construction and land based short courses. Colleagues also accessed NCFE distance learning courses in a range of subjects. The College continues to support such activities and feels that it is an important part of the development of personal skills, rewards staff and encourages team building.

- **Major Training and Development Events and Staff Training Days (HLC)**

The main training and development sessions throughout the academic year included:

Training Area	Number of Individual Training Records
Promoting Positive Behaviours – Dr Anna James	31
Safer Recruitment	23
Targeted Safeguarding	17
OTL	27
Emergency First Aid at Work	22
Consistently Good Teaching & Learning	38
Awareness of Child Abuse & Neglect	41
Emsi Training	24
Evacuation Chair Training	20
Microsoft Excel for Beginners	25
HLNSC Teaching & Learning Mentoring Team Sessions (various)	224

Smartlog Online Training	Number of Individual Training Records
Basic GDPR	304
COVID-19 (Educational Settings) (Renews every 6 months)	837
E-Safety	302
Fire Awareness	336
DSE Risk Assessments	253
External Conflict Management	253
Internal Conflict Management	253
Safeguarding & Prevent	196
Cyber Security	148
Managing Safety	15
Equality & Diversity	125
COSHH	10
Food Hygiene	5
Manual Handling	4

Breakdown of Training Session Attendance by College Sector – 2020/2021

Areas	19/20 Individual Training Records	20/21 Individual Training Records	Difference
Males	1724	1895	+171
Females	2981	2851	-130
Total Volume of Training	4705	4746	+41
By Staff breakdown:			
Management Spine	94	86	-8
Lecturers / Trainers	2592	2610	+18
Support Staff	2019	2253	+234
Total Volume of Training	4705	4949	+244

- **Summary and Look Forward**

Staff Development has continued to focus on meeting the needs of both individuals and staff groups. These needs were identified in a number of ways including during the observation of teaching and learning procedure, annual appraisals, learner feedback, staff feedback and external influences such as legislation, Ofsted and Government strategies.

The College will continue to focus on its effectiveness in driving up the quality of the service provided to our learners and most importantly to ensure that ownership of quality lies with every individual staff member.

The focus for staff development in 2021/2022 will continue to include Safeguarding, observation and performance, developing and embedding English & maths skills in lessons, wellbeing and mental health awareness and raising aspirations to progress to higher-level education. Teaching and Learning Mentors will continue to support and drive teaching and learning developments across the College throughout 2021/2022 both face to face and by virtual sessions.

The staff development delivery strategy will adapt during 2021/2022 to include a blended approach of both virtual and face to face sessions due to COVID-19 restrictions. The College's Continuing Professional Development Plan for 2021/2022 will continue to focus on the specific requirements of individuals and teams. The emphasis for continual employee CPD will be via on-line training, allowing the individual the flexibility of completing courses at their own pace, face to face and virtual sessions. The staff development sessions offered during 2020/2021 continued to capture and engage colleagues.

- **Evaluation**

Staff development activities are evaluated in a variety of ways, including:-

- At regular College and Operational management meetings
- Course evaluations forms are produced by ADP/iHCM
- At weekly personnel/staff development meetings
- Electronic feedback sheets are completed and monitored during Staff Development Days via Moodle;

- Staff annual appraisals cover the evaluation of staff development undertaken in the previous year and are linked to lesson observations for all teachers.

2. NORTH SHROPSHIRE COLLEGE

Since July 2020 NSC has focused on the following key areas of training for staff.

Isabella Wallace

A number of lecturing and student facing staff benefited from training delivered by Isabella Wallace (an experienced and award-winning educator, consultant and contributor for the Oxford Dictionary of Education and presents nationally and internationally on outstanding teaching and learning). The focus of her training was on '*Consistently Good Teaching and Learning*'. The session was attended by 38 staff members.

Ofsted Preparation for LSAs

Julie Westcott (EHCP Coordinator) delivered key expectations and requirements of Ofsted to LSAs as part of the Staff Development Day on 22nd October 2021. The session was attended by 21 staff members. As part of the CPD day they also updated required training on Smartlog.

Teaching and Learning Mentors

Training was delivered by the TLMs on Peer and Unseen Observations as part of the October 2020 Staff Development Day. The session was attended by 27 lecturing and student facing staff at the Oswestry Campus.

Major Training and Development Events and areas of focus

Training Area	Number of Individual Training Records
Promoting positive mental health – Dr Anna James	50
Consistently Good Teaching & Learning	38
Strategies for challenging behaviours	57
Emsi Training	9
Energising idea for new academic year	17
Similarities and Differences (Max Bellingham)	34

Smartlog Online Training

Smartlog Online Training	Individual Training Records
Asbestos Awareness	4
Basic GDPR	154
COSHH Awareness - Education Settings	65
Covid-19	379
Cyber Security	122
DSE Users	126
E-Safety	114

Equality and Diversity Awareness	157
External Conflict Management	138
Fire Awareness	124
Fire Warden	44
Food Hygiene	44
GDPR Awareness	26
GDPR for Education	117
Generic Infection Control	31
Guide to completing a risk assessment	37
Health and Safety at Work	33
Internal Conflict Management	142
Legionella Awareness	16
Managing Safety	33
Manual Handling	30
Safe home working practice	122
Safeguarding and Prevent	157
Slips, Trips and Falls	29
Waste Electrical Recycling	3
Working at Heights Awareness	14

Health and Safety Focused CPD

The following training has been delivered to staff:

Emergency First Aid At Work: 15 attendees

St.Johns 3 Day First Aid at Work Training: 6 attendees

Mental Health First Aid: 7 attendees

Paediatric First Aid: 6 attendees

Incident Controller Training: 8 attendees

Emergency Evacuation Chair Training – scheduled November 2021

- **Summary and Future**

NSC staff development has been closely linked in the main themes with HLC. These themes include focus on observation, embedding of effective teaching and learning techniques, safeguarding and mental health. The training is delivered through a range of methods, including Moodle, Smartlog and face-to-face training. HR will continue to explore with NSC managers of any particular training needs that need to be accommodated in forthcoming year and which areas in particular require attention. CPD will look to be responsive to these needs. The College aims to focus on further CPD for Business Support staff as part of its Staff Development Days. Softer/line management skills training has also been highlighted as an area of interest.

Debra Baldwin
Director of Personnel
16th November 2021