



**Medway Adult Education
Workforce Development Plan**

2021 to 2022

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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, Medway 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.

Key:		Key:	
L&M	Leadership & 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
H&S	Health & Safety	DFM	Data and Funding Manager
G	General	BDM	Business Development Manager
	Prioritised training	LSC	Learner Services Co-ordinator

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.

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	QCM
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)	Curriculum staff	Staff time	On-going rolling programme	QCM

		team) & 1 to 1s				
Q	Tutor CPD and development actions from OTLA, PDR's and EQA/IQA reports	Internal coaching and mentoring, 1 to 1 or peer mentoring.	Tutors	£1,000	Green 6-12mths	QCM
Q	Coaching and mentoring	Face to face	Management and tutors that have been identified who could act as mentors	£1,000	Amber 3-6mths	QCM
Q	OTLA Peer Observations	face to face MAE & KAED peer obs	DM, FC, LM, ET, CP, LD, CR, CF	£600	Green 6-12mths	QCM
Q	Awarding Body conferences	External 1-day face to face	FC, JB	travel and staff time	Green 6-12mths	QCM
Q	Counselling and Life Coaching awarding body CPD	Awarding body CPD for delivery competencies for quals we offer.	2 x tutor/assessor (Karen Deane – tutor, and Katey Fronda (assessor)	Approx £280 for travel and one overnight stay	Green 6-12mths	QCM
Q	Apprenticeship delivery - maintain awareness and develop knowledge of EPA, BA & CS	Webinars, KATO meeting and face to face events	JC, JB	Free	Green 6-12mths	QCM
Q	Online Training - Maintain competency in ASC	Online	JB, LM	Staff time – JB £250 LM	Green 6-12mths	QCM
Q	TAQA	External	JB, MH, SSE, PA. Sessional tutors/assessors/IQAs	Approx. £1,000.	Green 6-12mths	QCM

H&S	Safeguarding	WFD – e-learning	All staff without L2 qual	Staff time – established staff Meeting rate – sessional staff	Green 6-12mths	SMT
H&S	Fire warden training	WFD	All established staff	Staff time	Oct 2021 and then refresher every 36-months	BDM
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	BDM
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	BDM
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	BDM (through Norse)
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	BDM
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
L&M	Networking/Conferences/CPD events	External	Leadership Team, all managers	Staff time plus £3,000 event costs & travel costs £640	Rolling programme	SM
L&M	EBS development seminars	External	Data and Funding Manager, Data and Systems officer	Staff time	Rolling programme	SM

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/online & tutor meetings	All workforce and governors	Staff costs (sessional) £1000.00 other staff time	Ongoing & all new tutors. Governance team	LSC
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	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	July 2020 and then refresher every 18-24 months	SMT
L&M	L5 L&M	Various options: CMI-Diploma 25 weeks,	LM/EAT	Course fees between £1,095 - £1,500 pp plus staff time	Green 6-12mths	QCM

		Canterbury College. ILM-14 weeks, London South Bank University				
L&M	Absence management	Reviewing procedures on MedSpace	All established staff	Staff time	July 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	Service manager
L&M	Risk management	WFD	SMT	Staff time	July 2022 and then refresher every 18-24 months	Service manager
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	Equality and diversity training	In-house (AML)	All established staff Sessional staff	Staff time Meeting rate – sessional staff	July 2022 and then refresher every 18-24 months	SMT
G	Effective communication skills	WFD	All staff	Staff time – established staff Meeting rate – sessional staff	July 2022 and then refresher every 18-24 months	SMT
G	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	SMT
G	Debtor invoice training	Internal	Admin	Staff time	July 2022	SOO
G	Integra training	Internal	Admin	Staff time	July 2022	SOO
G	Personnel-related expresso sessions/updates	Corporate HR	Head of Operations; Operations Officer	Staff time	Ongoing – as and when delivered by HR	BDM
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