

## RESEARCH COUNCIL LEARNING AND DEVELOPMENT POLICY

### **Content**

#### **Policy statement**

- 1. Principles**
- 2. Roles and responsibilities**
- 3. Re-payment Agreement**
- 4. Conditions for time off**
- 5. Policy Review**
- 6. Amendment history**

## RESEARCH COUNCIL LEARNING AND DEVELOPMENT POLICY

### Policy statement

The Research Council recognises that the success in meeting corporate objectives is, in a major part, dependent upon the ability to develop and harness the full potential of their employees.

The Research Council is committed to the development of all employees so that it can deliver the present and future requirements of the Council and the wider scientific global community. It is further committed to fulfilling the principles set out in the RCUK Concordat to Support the Career Development of Researchers.

The Council believes that learning and development are essential for:

- developing all employees to perform effectively in their jobs
- enabling employees to develop their full potential
- supporting employees' own career aspirations.

The Council is committed to encouraging the development of its employees and uses a wide range of development activities. The strategic needs of the Council and the individual learning style will determine the most appropriate approach. This policy sets out the principles and high level procedures that cover all strands of learning and development. Employees should also refer to local Research Council guidance.

The Learning and Development Policy has been agreed with the Trade Unions and complies with statutory legislation as well as ACAS best practice.

The Learning and Development Policy applies to Council employees. This includes those employed on permanent or temporary contracts and for the avoidance of doubt, does not include visiting workers, students or those workers provided by a third party agency.

The UK Shared Business Services Limited (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Learning and Development policy should apply, advice should be sought from the Research Council HR team.

# RESEARCH COUNCIL LEARNING AND DEVELOPMENT POLICY

## 1. Principles

- 1.1 The identification of the learning and development (L&D) needs of employees forms part of the annual Appraisal and personal Development Review (APDR) discussion and other periodic career discussions.
- 1.2 Individual employees, Managers/Team Leaders and Directors share the responsibility for ensuring that the learning and development needs of employees are met.
- 1.3 All training will be organised and run in accordance with the principles of equality and diversity best practice.

## 2. Rights, roles and responsibilities

### 2.1 Individual Employees

Each employee must take responsibility for their own development. This includes:

- a) The right to request training (subject to statutory provisions)
- b) Identifying their own learning and development needs and discussing these with their Manager/Team Leader/Director at their APDR meeting(s) and as required throughout the year.
- c) Seeking out learning and development opportunities, both on the job and externally. This may include visits to other centres/units/external organisations, attending conferences, seminars, etc.
- d) Participating fully in learning and development events.
- e) Putting new skills and knowledge gained into practice at work.
- f) Providing feedback on course assessment and post-course evaluation forms.

### 2.2 Managers/Team Leaders and Directors

Managers/Team Leaders/Directors must take responsibility for the following:-

- a) Actively encouraging employees to undertake continuous professional development
- b) In consultation with their employees, identifying the relevant technical and professional learning and development needs, as well as the personal development requirements of their employees.
- c) Identifying with their employees the most suitable methodology (e.g. training course, open learning, coaching, on the job experience, mentoring).
- d) Monitoring the attendance of their employees at learning and development events.

## RESEARCH COUNCIL LEARNING AND DEVELOPMENT POLICY

- e) Taking an active interest in the employee's development and progress. This may include meeting with their employees before and after they undertake any learning and development activity, to discuss:
- the employee's learning needs and how the event might help to address them,
  - what benefits the individual should expect to gain from the event,
  - debriefing employees after training, to establish:
    - what they have learned,
    - what needs to happen for them to put their learning into practice
    - what further learning, if any, they need in this area.
- f) Evaluating and giving feedback about the success of learning and development events by completing post-course evaluations where requested.

### 3. Re-payment agreement

- 3.1 Support for external training/studies which take place over a period of 12 months or more will normally be subject to the requirement that the individual signs a formal pay-back agreement should the employee leave employment before completion of their studies or withdraw from their training/studies before the course is completed without good reason.

### 4. Conditions for time-off with pay

- 4.1 Time off with pay to attend classes, seminars, examinations, etc is granted to employees on the condition that they:
- a) attend classes regularly and punctually and participate fully in the course.
  - b) notify their Director (or nominated representative) of any absence from classes as soon as possible.
  - c) make satisfactory progress in their studies.
- 4.2 Reports on attendance, progress and conduct will be obtained from the external training body and the support may be withdrawn if the conditions set out above are not met.

### 5. Policy Review

- 5.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

### 6. Amendment history

| Version | Date        | Comments/Changes                                     |
|---------|-------------|--|
| 2.0     | 1 June 2014 | Para 3.1 includes employees who withdraw from course |