



University of the
Highlands and Islands
Shetland

Shetland UHI

[Title]

PROCEDURE No: ****

Lead Officer (Post):	Principal
Responsible Office/ Department:	Senior Management Group
Responsible Committee:	Board of Management: HR Sub-committee
Review Officer (Post):	Depute Principal
Date procedure approved:	
Date procedure last reviewed and updated:	
Date procedure due for review:	
Date of Equality Impact Assessment:	
Date of Privacy Impact Assessment:	

Accessible versions of this policy are available upon request. Please contact the SMT Secretary on 01595 771224.

Introduction

1. These procedures outline the arrangements for both aspects of staff Professional Review & Development policy (PRD):
 - 1.1. Staff to keep a continuous log of CPD/Reflective activity
 - 1.2. Staff reflection on their practice and professional learning through self-evaluation against relevant standards. This is in line with the requirement that all staff take responsibility for their own development and professional learning as a core component of their professionalism.
 - 1.3. A professional dialogue with a line manager (reviewer) in an atmosphere of trust and collegiality that provides support and challenge in planning further development. The key focus of the PRD process is an emphasis on the quality of the discussion between the reviewer and the reviewee.
2. These procedures provide a general outline; detailed guidance for staff and managers is found in supplementary documents:
 - 2.1. Guidelines for managers (reviewer) (app1)
 - 2.2. Guidelines for staff (reviewee) (app2)
3. **Training on PRD process**
 - 3.1. **Reviewee**

Guidance notes for staff will provide an outline to the PRD process and links to the relevant documents. Staff will be supported by their line managers to understand and fully engage with the process.
 - 3.2. **Reviewer**

Training will be provided for line managers to ensure they understand the process, and specifically on the principles of coaching to support them to develop approaches to professional dialogue. Guidance notes for managers will provide an outline of the PRD process and links to relevant documents.
4. **Timelines**
 - 4.1. **All Staff**

All staff should recognise that their professional learning is an ongoing process, rather than a single annual meeting. To support this ongoing process, each staff member will undertake a PRD once every academic year, with an option of additional reviews where appropriate.
 - 4.2. **Lecturing staff**

As part of the annual PRD process for lecturing staff, there is a requirement to update their registration details in MyGTCS. Then on a 5-yearly basis there is a sign-off process between the member of staff and line manager confirmed to GTCS through the MyPL recording system. This is in line with GTCS

Commented [SB1]: Add links when available

registration requirements found at [College Lecturer - Registration | General Teaching Council for Scotland \(gtcs.org.uk\)](https://www.gtcs.org.uk/college-lecturer-registration)

5. Engagement with relevant standards

5.1. All staff

Self-evaluation against operational goals and/ or relevant standards where appropriate to staff members' role is central to the PRD process.

5.2. Lecturing staff

Engagement with [Professional Standards for Lecturers in Scotland's Colleges](#) is central to the PRD process.

Staff are not expected to engage with every aspect of these standards at one time but to focus their development and professional learning on specific aspects each year, with a view to covering all standards within a 5-year period.

The [Learning and Teaching Enhancement Strategy](#) is another key document for the University partnership, and includes skills-mapping of the Professional Standards for Lecturers in Scotland's Colleges, other qualifications and professional recognition.

6. Professional learning

6.1. All staff

Professional learning develops thinking, knowledge, and skills. It often involves working with others and is aligned to the requirements of a job role. It covers a wide range of formal and informal learning opportunities.

6.2. Lecturing staff

6.2.1. Professional Update

Shetland UHI seeks to ensure that lecturing staff have an appropriate Professional Update scheme in place to support the GTCS requirements for registration.

6.2.2. Definition of professional learning for lecturing staff

In Section 3.1 Ongoing Professional Learning of [Professional Standards for Lecturers in Scotland's Colleges](#) is defined as:

- Using the Professional Standard to inform practice and ongoing professional learning and development.
- Reflecting on own practice and engages in professional dialogue with others
- Continuously and actively engaging with up-to-date research and developments in learning, teaching and assessment to inform practice.
- Engaging in collaborative professional enquiry to develop knowledge and practice to enhance the student experience and outcomes.

- Engaging with technology and digital literacies to enhance opportunities for collaborative practice and professional learning.

7. Support for professional learning

Shetland UHI

In accordance with the Staff Learning and Development Policy, all staff will be supported to develop appropriately in order to maximise their individual potential and to meet the changing needs of our students, stakeholders and communities.

The College is committed to providing relevant internal professional development opportunities for staff.

Staff may also apply to the Staff Development fund for funding to undertake relevant external development opportunities and additional qualifications.

Commented [SB2]: Wording to be updated when known

7.1. UHI

UHI provides a range of development opportunities for staff through the Learning and Teaching Academy.

The UHI Staff Development fund is available to supplement funding of additional qualifications for staff who teach or support higher education students. Staff may apply to this fund through the Staff Development Officer.

Commented [SB3]: Update when known

8. Recording of professional development

8.1. All staff

Staff are required to record their professional development as specific learning events and to maintain a reflective record of that learning and its impact. There are a variety of tools available to staff for their reflective record including those offered by their own professional bodies. This is to be completed alongside QF28a and b as relevant.

8.2. Lecturing staff

GTCS provides an area (myPL) for staff registered with them to record their ongoing professional learning.

Lecturing staff not yet registered with GTCS should record their professional learning by using QF28a.

9. Scheduling, Deferral and Appeals process

9.1. Scheduling:

PRD meetings should take place at least annually and it is expected that line managers will schedule them to be completed by the end of each academic year.

Line manager to contact staff member to agree a suitable date. If meeting has to be delayed it should be re-arranged as soon possible.

9.2. Exceptional Circumstances

Should a PRD require to be deferred or brought forward due to exceptional circumstances e.g. secondment, career break, extended illness or maternity/paternity/adoption leave, the staff member and their line manager should agree a new date for the PRD as soon as is practical. The line manger should inform HR of the reason and provide some indication of when the PRD is likely to take place.

In the case of lecturing staff, approved deferrals must also be notified to GTCS by staff members through their MyGTCS portal.

9.3. Appeals process:

It is intended that all aspects of the PRD process are undertaken in an atmosphere of trust and collegiality and most issues should be informally resolved between staff and their line manager. However, should a staff member and line manager not be able to agree on the deferral of a PRD, the outcome, or any other aspect of the process, this should be referred to HR. Where this is in relation to the Principal or the Senior Management Team, the Board of Management will determine the action to be followed.

Commented [SB4]: Update name when known

10. Feedback

- 10.1. Staff and managers can provide feedback on any aspect of the PRD process at any time by contacting HR.