Shetland UHI

Professional Review and Development Policy

POL 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 policy approved:	
Date policy last reviewed and updated:	
Date policy 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.

Policy:

1   Policy Statement:

1.1 The purpose of this policy is to support and enhance the professional development through a process of self-evaluation for all Shetland UHI Staff and will sit alongside the Staff Learning and Development Policy.

All Staff

1.2 Annual Opportunities as set out in the Staff Learning and Development Policy, will be made for all staff to engage with ongoing professional reflection and dialogue; this will be achieved by:

1.2.1   Reflection on practice and professional learning through annual self-assessment against operational goals and/ or relevant standards where appropriate to staff members role

1.2.2   Engaging in a supportive and professional dialogue with their line manager in an atmosphere of trust and common purpose.

Academic Staff

1.3 As an Academic Partner of the University of the Highlands and Islands (UHI), Shetland UHI is committed to supporting lecturers to comply with General Teaching Council for Scotland (GTCS) requirements for lecturer registration. Therefore, the policy includes a commitment to:

1.3.1   Maintain and improve the quality of our lecturers as outlined in the Professional Standards for Lecturers in Scotland's Colleges and to enhance the impact they have on student learning.

1.3.2   Support, maintain and enhance lecturers' continued professionalism and the reputation of the lecturing profession in Scotland.

1.3.3   Provide a deferral and Appeals Process for Professional Update: If a lecturer is not able to complete the five-yearly PRD sign-off process for reasons such as secondment, career breaks, extended absence for reasons such as sickness, maternity/paternity/adoption leave then they should discuss this with their line manager in the first instance. If agreed, then this should be notified to GTCS through the MyGTCS portal. If there is not agreement, then the lecturer may appeal this to HR.

2   Scope

This policy applies to all Shetland UHI employees regardless of their length of service. It does not apply to agency workers or self-employed contractors as arrangements would be the responsibility of agency or self-employed contractor to comply as part of their contract being awarded.

3   Compliance

This policy is a cross-college policy, and all staff must work to meet the requirements outlined within the policy. Compliance with the policy will be monitored by Shetland UHI Senior Management Group and reported to the Shetland UHI Board. Any changes must also be discussed and agreed *with Local Negotiation and Consultation Committee* and then approved by UHI Human Resources Practitioners Group as any amendments may impact the GTCS validation of the university partnership.

> **Commented [SB1]:** tbc – once committee established

4   Responsibilities

4.1 Each individual staff member will:

4.1.1   Keep a reflective log of all professional development (appendix 1)
4.1.2   Engage fully with professional review and development on an annual basis
4.1.3   Undertake preparation prior to meeting with their line manager
4.1.4   Take responsibility for their own development and professional learning as lifelong learners

> **Commented [SB2]:** Link to be added when available

4.2 Mangers will:

4.2.1   Encourage and support all staff to develop as reflective practitioners
4.2.2   Meet with team members at least once per year for a professional learning and development discussion
4.2.3   Ensure team members are aware of and follow this policy and related procedure
4.2.4   Consider all requests by staff members to bring forward or defer their professional review under exceptional circumstances which may include career breaks, secondments, extended illness, and maternity/paternity/adoption leave.

4.3 Senior Management Group will:

4.3.1   Monitor implementation of this policy and related procedure in line with relevant professional body requirements
4.3.2   Consider request for deferral or bringing forward professional review where agreement has not been reached between the staff member and their line manager
4.3.3   Ensure that appropriate support and training are in place to all staff and their line managers in undertaking professional reviews. This will include training on undertaking Professional Reviews and on completing these with a Coaching Approach.

4.4 Board of Management will:

4.4.1   Have strategic overview of staff learning and development
4.4.2   Ensure that there are appropriate resources available to support all staff in their reflection of their own practice and the relevant Professional Standards to enable them to fully participate in the PRD process as well as the Professional Review process.

5   Review

This policy and related procedure will be reviewed every three years to ensure they continue to meet Shetland UHI requirements within the legislative framework.

6   Legislative framework / related policies

6.1.1   Link to National Agreements **https://njncscotlandscolleges.ac.uk/**
6.1.2   Equality, Diversity & Inclusivity Policy
6.1.3   Performance Management Policy
6.1.4   Staff Learning and Development Policy
6.1.5   Staff Code of Conduct
6.1.6   Staff Disciplinary
6.1.7   Staff Grievance
6.1.8   Staff Recruitment and Selection
6.1.9   General Data Protection Regulations (GDPR) 2018
6.1.10 UHI PRD Framework
6.1.11 Link to GTCS registration information **https://www.gtcs.org.uk/college-lecturers/college.aspx**

> **Commented [SB3]:** Check with Jane if this will be replaced

> **Commented [SB4]:** Links to be added when available

1.   Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
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