

Staff Qualifications, Development & Training Policy

POLICY APPROVAL

Approval Required	Indicate with a tick (✓)		**Annual Review Required**	Indicate with a tick (✓)	
	Yes ✓	No		Yes ✓	No
Approval Panel	Loren Janes				
Approved by	Name: Loren Janes		Signature:	Date: November 25	
Policy Review Date	November 2026				
Policy Writer/s:	Charlotte Manford				

Introduction

This policy applies to all staff at Futures Changing Ltd and has been developed to support our vision, mission, and strategic objectives for 2026–2031. Staff development is essential to ensure that learners receive high-quality education in a safe, inclusive, and supportive environment. This policy has been informed by statutory guidance, including the Employment Relations Act 1999, KCSIE , Ofsted requirements, Highfield Awarding Body standards, and best practice in training and development.

The responsibility for planning, delivering, and evaluating staff development is shared between the Human Resources department, the Quality Team, and Senior Management Team (SMT). Staff development is regarded as central to achieving strategic aims, promoting learner welfare, and maintaining excellence in teaching, assessment, and professional practice.

Mission and Core Values

Futures Changing Ltd is a people-focused training organisation committed to safeguarding, learner welfare, inclusion, and high-quality education. Our mission is to provide meaningful, intervention-focused support to young people, particularly those with SEND or EOTIS requirements. Staff development underpins this mission by ensuring employees are competent, knowledgeable, and up to date with legislation, sector developments, and safeguarding guidance.

Our core values are:

- Inspiring and Supportive
- Knowledgeable and Evidence-Led
- Considerate and Welfare-Focused
- Conscientious and Reliable

These values are embedded in all staff development activities and guide how training is planned, delivered, and evaluated.

Staff Development Strategy

Staff development at Futures Changing Ltd is designed to ensure that all employees are competent in their roles, equipped to respond to the needs of learners, and able to maintain compliance with statutory and regulatory requirements. Development is focused on both individual and organisational priorities, ensuring alignment with the strategic plan, quality assurance standards, and safeguarding responsibilities.

We aim to cultivate a workforce that is:

- Professionally competent and confident.
- Knowledgeable about safeguarding, equality, and inclusion in line with KCSIE.
- Up to date with educational best practice, teaching, learning, and assessment methodologies.
- Capable of implementing organisational strategy and responding to changing priorities.

Staff development is planned, targeted, and continually evaluated to ensure it is effective, relevant, and accessible to all employees, irrespective of contract type or working pattern.

Responsibilities

Individual Responsibilities

Each employee is responsible for:

- Engaging in regular reflection on their professional practice.

- Identifying development needs through performance reviews, lesson observations, and mentoring feedback.
- Participating in training and development activities as required.
- Maintaining a record of Continuing Professional Development (CPD).
- Applying learning in their daily practice to support learners effectively, including compliance with safeguarding and KCSIE obligations.

Management Responsibilities

Line managers, in collaboration with HR and the Quality Team, are responsible for:

- Ensuring staff development aligns with strategic priorities and operational needs.
- Identifying development needs arising from performance management, lesson observation, audits, or regulatory changes.
- Monitoring the effectiveness of training and supporting the transfer of learning into practice.
- Supporting staff to meet Highfield Awarding Body requirements and statutory compliance.

Identification of Development Needs

Staff development needs are identified at multiple levels:

1. **Individual Level**: Employees identify personal learning objectives during mid-year and annual performance reviews, in consultation with their line manager. Development needs may also arise from lesson observations, mentoring, or feedback from colleagues, learners, or regulators.
2. **Organisational Level**: Futures Changing Ltd identifies development priorities based on strategic objectives, quality improvement plans, curriculum updates, legislative changes, safeguarding requirements; Highfield Awarding Body compliance, and operational needs across departments.
3. **Professional Standards and Regulatory Compliance**: Staff must maintain up-to-date knowledge of safeguarding procedures, health and safety obligations, SEND/EOTIS best practices, assessment requirements, and sector developments.

Staff Development Planning and Delivery

The Company maintains a formal Staff Development Plan, compiled annually by the Head of People and approved by the Managing Director. This plan integrates individual, departmental, and organisational priorities and is updated throughout the year to reflect newly identified needs.

Induction

All new staff participate in a structured induction program, which includes:

- Introduction to the Company vision, mission, values, and strategic plan.
- Overview of safeguarding, health and safety, SEND/EOTIS, and learner welfare responsibilities.
- Compliance with KCSIE and Highfield Awarding Body requirements.
- Role-specific guidance, including assessment, curriculum delivery, and administrative procedures.
- Completion of an induction checklist to confirm understanding and readiness.

New tutors and assessors are supported by a mentoring scheme during their first year to ensure smooth integration and adherence to professional standards.

Continuous Professional Development

Staff are encouraged to engage in CPD that includes:

- Internal training sessions and workshops.
- External courses, seminars, or conferences relevant to role or strategic priorities.
- Qualification courses relevant to professional development and career progression.
- Sharing learning across teams to improve collective practice.

Approval for external courses is dependent on relevance, budget, and strategic alignment. Staff are responsible for attendance, completion, and integration of learning into practice.

Evaluation of Training

The impact of all training is formally evaluated through:

- Feedback forms following events.
- Manager-led discussions and observations to assess application of learning.
- Annual review of staff development to assess effectiveness and inform future planning.

All evaluation is recorded in the Training Matrix, which is monitored to ensure equity of access and effectiveness of professional development initiatives.

Qualifications and Recovery of Costs

The Company supports staff to pursue qualifications relevant to their role. Employees must ensure suitability, commitment, and capability to complete courses successfully.

Where the Company funds a qualification costing £500 or more, a Loyalty Agreement is signed, allowing the Company to recover fees if the employee leaves within one year of completion. The same applies to short courses or conferences costing over £400.

Travel, subsistence, and professional subscriptions are generally not funded unless essential for the course and approved by the Director.

Attendance, Non-Attendance, and Equal Access

Staff are expected to attend all development events as required. If unable to attend, staff must arrange alternatives or notify the Quality Office. Unauthorised non-attendance may result in costs being reclaimed or impact eligibility for future support.

All staff, irrespective of contract type, are provided with equal access to development opportunities, ensuring compliance with Equality, Diversity, and Inclusion policies.

Career Development

Staff are encouraged to progress internally, take on project roles, or “act up” in new responsibilities to develop skills and experience. Development planning supports both individual career ambitions and organisational objectives.

Recording, Evaluation, and Reporting

All staff development is recorded in the Training Matrix. Evaluations are reviewed by line managers and the Quality Lead to ensure:

- The training delivered meets the identified need.
- The impact on staff competence, learner outcomes, and organisational objectives is assessed.

- Lessons are applied to future planning.

Annual reports summarise training uptake, evaluation outcomes, and compliance with safeguarding, KCSIE, and Highfield requirements.

Safeguarding and Compliance

Staff development includes mandatory safeguarding training in line with KCSIE. All employees are trained to:

- Recognise signs of abuse, neglect, and exploitation.
- Understand procedures for reporting safeguarding concerns.
- Maintain safe and professional relationships with learners.
- Comply with safer recruitment and staff conduct requirements.

This ensures all staff are competent to protect learners and comply with government guidance and statutory requirements.

Review

This policy will be reviewed annually to ensure alignment with:

- Futures Changing Ltd strategic priorities (2026–2031).
- KCSIE statutory guidance.
- Highfield Awarding Body standards and compliance requirements.
- Emerging best practice in education, safeguarding, and staff development.