

## Apprenticeship Professional Development Policy

Policy Code:	TL17
Policy Start Date:	January 2022
Policy Review Date:	January 2023

Please read this policy in conjunction with the policies listed below:

- F1 Trust Policy for Reclaim of Business Travel and Expenses
- HR6 Data Protection Policy
- HR40 Support Staff Appraisal Policy
- HR2 Appraisal Policy for Teaching Staff, CEO and Directors

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## **1 Policy Statement**

- 1.1 This policy outlines The Priory Federation of Academies Trust's (the Trust) principles relating to Apprenticeship Professional Development (PD).
- 1.2 This policy applies to all employees working for Priory Apprenticeships and aims to ensure that staff are appropriately supported in their workplace.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The most significant resource in ensuring success for our apprentices is the staff team. PD encompasses all of the activities that staff undertake to raise their performance. This includes external courses, use of the Trust's PD offer, opportunities for curriculum development work and new responsibilities, among others.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Human Resources.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 The aim of this policy is to set out the PD offer for Apprenticeship staffing.

## **4 Rationale**

- 4.1 The Priory Federation of Academies Trust, and, as such, Priory Apprenticeships is at the leading edge of educational development and this will impose a need for a continuous PD programme.
- 4.2 Priory Apprenticeships has an obligation to secure the PD of its staff and it aims to encourage career development.

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## **5 Guidelines**

5.1 The programme will extend to all staff who are involved in Priory Apprenticeships at all levels.

5.2 PD has three aspects:

- Induction into Priory Apprenticeships
- Training for the job
- PD for career progression

PD will be linked to clearly definable outcomes through targets arising from Performance Management, the individual member of staff identifying a training need in their occupational area Improvement Planning and Work Scrutiny.

5.3 Where possible, PD activities will be accredited.

5.4 The Trust's Director of PD will work with the Head of Apprenticeships to allocate a budget to support the PD offer.

5.5 Where appropriate, PD will be delivered internally and draw upon the expertise of the Trust's PD Team.

5.6 If, during the course of an academic year, a member of staff intends to leave, their resignation will render any PD assigned to that individual to be cancelled or delegated to another member of the Priory Apprenticeships' staff. This is to ensure that the benefits gained from such training are embedded within the relevant areas of the Priory Apprenticeships team.

## **6 PD Days**

There are 2 x PD days during each academic year which will be used to achieve the PD Plan as outlined in the Priory Apprenticeships Development Plan. The agenda for these days will be determined by the leaders within the Priory Apprenticeships' Team in negotiation with the Director of PD.

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## **7 Priory Apprenticeships - STAFF RESPONSIBILITIES**

### **7.1 All Staff**

All staff will undertake the Trust compulsory training for:

- Safeguarding and Prevent
- Equality and Diversity
- Data Protection
- Health & Safety

All staff will annually verify that they have read and understand the latest versions of the following documents:

- Keeping Children Safe in Education
  - The Trust's Code of Conduct and Dress Code
  - SW5 Safeguarding and Child Protection Policy
  - SW4 Student Behaviour and Discipline Policy
  - Response to Children that go Missing in Education
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- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
  - A central approach is managed to maintain records of the PD (PD) that all staff have undertaken.
  - Each year all staff are involved in the Improvement Planning process and Performance Management. With the support of their line managers they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for.
  - Once an appropriate PD activity has been identified staff should discuss and agree with the Head of Apprenticeships. Having undertaken the PD activity a 'PD Evaluation' form should be completed and returned through their line manager to the Director of PD.
  - When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify, through the evaluation form, how effective they believe the PD activity was in enabling them to achieve the Improvement Target.
  - When attending an external PD course staff are expected to follow the F1 Trust Policy for Reclaim of Business and Travel Expenses,

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## 7.2 Line Managers

All line managers are responsible for:

- assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- evaluating the effectiveness of PD in supporting Improvement Targets
- supporting the Head of Apprenticeships in organising PD activities relating to their area of responsibility, including those that take place during Training Days.

## 7.3 Head of Apprenticeships

The Head of Apprenticeships has overall responsibility for all aspects of PD relating to apprenticeships including:

- the efficient and effective application of the PD budget to the training needs of all staff
- the organisation of all PD undertaken during Training Days
- assisting staff in identifying the most efficient and cost-effective method of achieving PD
- maintaining a database of PD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- the production of an Annual Report on the PD Plan and all PD undertaken in Priory Apprenticeships
- ensuring the PD plan is fully implemented within the limits of the PD budget
- respond to the PD needs identified in the Improvement Plan and Performance Management in the production of a draft PD plan to enable the Director of PD to allocate the PD budget effectively and efficiently

## 7.4 Director of Professional Development

The Director of PD will have responsibility for:

- allocating a budget for PD

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- the allocation of the PD budget for PD activities
  - the review of evaluation forms

## **8 Policy Change**

- 8.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust Apprenticeship Professional Development Policy**

This Policy has been approved by the Pay Performance and HR Committee:

Signed..... Name.....Ian Jones..... Date: 23/2/2022  
Chief Executive Officer

Signed..... Name.....Jayne Wilson..... Date: 23/2/2022  
Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.