



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# **UCEM Code of Practice**

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Training and Development for  
Educational Staff

Reference:

Version: 3.00

Status: Final

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Date: 08/11/2017

## Approval History

Version	Date	Name
3.00	08/11/2017	Quality Standards and Enhancement Committee

## Document History

Version	Date	Reason	Person
2.00	19/07/2017	Existing document put into new template before updating.	Kate Reed
v2.01	24.07.2017	Track changes made according to the CoP Audit Report of 24/04/2017 to take to QSEC.	Kate Reed
v2.02	12/10/2017	Additional track changes made arising from QSEC action	Phil Russell
V2.03	13.12.17	Additional minor changes requested by QSEC	Kate Reed

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# 1. Statement of intent

The continuing development of all educational staff is essential to the institution in its vision to be the leading, vocational, online university. Academic Excellence is one of UCEM's primary organisational goals and the institution recognises its responsibility to support academic training and development to enable educational staff to contribute to an excellent learning experience for students. This document reflects the UCEM Learning and Teaching Strategy 2016 and the UCEM Guide to Academic Training and Development and sets out the main principles, scope and means by which UCEM academic development measures aim to meet these expectations.

# 2. Principles

1. The Code of Practice will be informed by the sections of the [UCEM Learning Teaching and Assessment Strategy](#) that relate to the training and development of educational staff.
2. UCEM will provide a learning and development environment for educational staff which enables them to fully contribute to the success of the institution.
3. All educational staff will have an equal opportunity to partake in staff training and development activities.
4. Academic training and development activities will be organized according to the identified needs of educational staff, and will include formal Peer Review and Mentoring activities.
5. Training and development activities will be provided that both enhance and develop the skills and aptitudes of educational staff.
6. UCEM will create a realistic balance between the institution's training and development priorities and the needs and aspirations of the individual.
7. UCEM will support educational staff in their personal responsibility to keep themselves informed about developments in their own field of work and to pursue their own professional development.
8. Educational Training and Development will be delivered by following the UCEM Guide to Educational Training and Development. [131217 DRAFT UCEM Guide to Educational Training and Development.docx](#)

# 3. Scope of staff development

Academic training and development is delivered by the UCEM Guide to Educational Training and Development. This code of practice is limited to educational training and development activities, and therefore specifically excludes any non-academic activities such as mandatory institutional training.

The following distinction is made between training and development for the purposes of the Code of Practice:

**Training** – learning a new skill or practice.

**Development** - Increasing capability in an existing skill or practice.

## 4. Aim of Educational Training and Development

The aim of UCEM Educational Training and Development is to deliver activities designed to achieve teaching excellence in order to enhance student learning opportunities and to devise engaging, relevant and rigorous assessment as outlined in the UCEM Learning, Teaching and Assessment Strategy.

### 4.1 Additional Aims

UCEM Educational Training and Development will comply with UCEM's statutory obligations and quality requirements.

UCEM Educational Training and Development will prepare educational staff for key institutional changes to enable them to carry out their roles effectively.

UCEM Educational Training and Development will support educational staff to fulfil their professional development obligations.

## 5. Delivery of Educational Training and Development

UCEM Educational Training and Development shall be delivered by following the provisions laid out in the UCEM Guide to Educational Training and Development.

This will include information about:

- How Training needs are identified.
- What training is offered to Associate Tutors, part-time members of internal staff, and full-time members of internal staff.
- Non-academic Training and Development activities that educational staff are required to undertake.
- Certification Training
- Mentoring and Peer Review
- What educational staff support is offered
- Compliance training
- Level 3 teaching and learning observations

## 6. Responsibility

### 6.1 Institution

The UCEM Learning and Teaching Enhancement (L&TE) team will carry out regular learning needs analysis, manage the Educational Development Programme and maintain a training database for all in-house training provided.

UCEM will evaluate all in-house training to ensure it delivers effective developmental training to its educational staff and report to the relevant deliberative committees, as required.

## 6.2 Managers

All Heads of Teams have a managerial responsibility to manage staff performance and to assist staff to develop their performance and effectiveness.

Heads of Teams will identify strengths and training and development needs of individuals in their teams. They will also evaluate the effectiveness of the educational staff development at the individual level.

## 6.3 Individuals

Educational staff are encouraged to assume personal responsibility for their own development and recognise that opportunity to develop their individual and career potential is linked to the aims and objectives of the organisation.

Educational staff should be encouraged to think in terms of continuing professional development and should strive to maintain and extend their existing competencies and knowledge.

## 7. References

University of York Staff Development Policy at:

<https://www.york.ac.uk/admin/hr/policies/learning-development/staff-development/.HTML>  
accessed 24.07.17

University of Reading University Policy Statement on Staff Development at:

[http://www.reading.ac.uk/web/FILES/CSTD/Staff\\_Development\\_Policy\\_July\\_2006.pdf](http://www.reading.ac.uk/web/FILES/CSTD/Staff_Development_Policy_July_2006.pdf)  
accessed 24/16/1007/20174

University of Exeter, Staff Development Policy at:

[http://www.exeter.ac.uk/staff/development/about/Accessed 24/07/17](http://www.exeter.ac.uk/staff/development/about/Accessed_24/07/17)

## 8. Appendix A:

### Related Policies:

UCEM Guide to Educational Training & Development

[131217 DRAFT UCEM Guide to Educational Training and Development.docx](#)

UCEM Teaching & Learning Strategy 2016

[UCEM Learning Teaching and Assessment Strategy](#)

Signed by:



Jane Fawkes  
Chair of the Quality Standards and Enhancement Committee

Date:

19/1/18