

## Professional Development and Training

Wow Hair Academy recognises the importance and value of the development and training of staff to fulfil its mission and achieve its strategic objectives. We are committed to the support and promotion of relevant development and training for all staff. This strategy highlights key development priorities for academy staff

### Purpose of the Strategy

The staff development strategy is designed to plan and all other institutional strategies and policies especially those connected to teaching and learning, standards and performance and equality and diversity. Provide a framework for identifying and addressing the development needs of the academy and of all of staff.

### Objectives of the Staff Development Strategy

The strategies objectives:

- A. To provide a framework for appropriate development opportunities that are designed to improve the knowledge, skills, and performance of staff, assist their personal development, and enhance the effectiveness of individuals.
- B. To facilitate the process of change and to promote a developmental and enhancement ethos.
- C. To assist in prioritising of areas of needs so that resources are deployed to most effect.

The strategy aims to achieve the above objectives by supporting a realistically planned development process, which is flexible in operation, clearly linked to institutional and curriculum/business support priorities, provides value for money, and takes account of local circumstances, emerging priorities, and resource constraints.

### Principles of Staff Development

The staff development strategy affirms the academy commitment to:

- A. The development of staff to enable them to become more effective in their work.
- B. Providing development opportunities for all staff especially linked to needs identified through regular performance reviews.
- C. The review and evaluation of staff development provision.

All staff has a responsibility to develop their skills and knowledge to enhance their performance in their current role and prepare them for future roles. Staff should also recognise the importance of the contribution they can make to the development of their peers.

- A. Take responsibility for planning their career.
- B. Identify their training and development needs through constructive use of the performance in consultation with their line manager.

C. Seek opportunities to improve their skills and knowledge required in their current position.

D. Take advantage of development opportunities provided by relevant professional bodies.

#### Plan for staff development

CPD is to be affiliated to the strategic and quality improvement plan. To ensure best value for money therefore minimising expenditure on staff development within the academy.

#### CPD Criteria

There are three different types of CPD that will be undertaken. Expertise, teaching and learning and policies and procedures.

#### Expertise

All Tutors and assessors are required to complete 50 hours of CPD, with 30 hours applied to practical skills in a commercial environment (1st August – 31st July) which must be demonstrated through a personal development plan (PDP). This is the responsibility of the employee. The other 20 hours could be from a range of activities such as standardisation meetings, shadowing, attending briefing from awarding bodies and updating knowledge or skill through the internet.

- a. Support will be given with liaising with salon owners for applied practical skills
- b. Planning of CPD through one to ones

#### Teaching and learning

All Tutors and assessors will have in house training for

- a. Planning lessons
- b. Lesson plans
- c. Developing schemes of work
- d. Seminars with companies to update knowledge and skills
- e. Preparing for lesson observations
- f. Mentoring

This will take place every academic year.

#### Policies and Procedures

All staff will update their knowledge on policies and Procedures every 2- 3 year

- a. Health and safety (every academic year)
- b. Prevent (every academic year)
- c. Safeguarding (every 1-2 years depending on role)
- d. Equality and Diversity
- e. First Aid (every three years)

This will be disseminated through in house training and online training

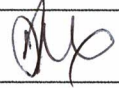
Performance Management Review

A performance review will take place every twelve months to evaluate and measure achievements and behaviours. This system ensures that there is a continuous process of performance enhancement through setting individual and team goals that are aligned with the strategic goals of the organisation. The employee will complete an annual review in preparation for their meeting, outlining:

- a. Planning and Expectation Setting.
- b. Monitoring.
- c. Development and Improvement.
- d. Periodic Rating.
- e. Rewards and Compensation. ...

This will be monitored through one to ones with line manger

Review frequency annually or sooner if required	Previous Version 3: November 2021
Reviewed and updated by Kim Cox & Kerry Jackson	Version 4: March 2023

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