

RECORDING & MONITORING PROFESSIONAL AND PERSONAL STAFF DEVELOPMENT

1. Introduction

- 1.1 The University is committed to monitoring uptake of staff development activities in order to measure take up of staff development and training and to ensure equitable provision and adherence to the requirements of its equal opportunities policies and legislation. To do this, the university needs to keep records of all staff development activities including those that are organised by the University, and those organised locally.
- 1.2 The University's current arrangements for the electronic recording of staff development will be revised with a view to introducing a fully integrated system during 2008/9. Until a fully integrated system is in place central training providers will be required to record staff development and training data using the HR Empower system or to ensure that their records can be imported to Empower Personnel. Managers are asked to use the Staff Development Application Form and Record (Appendix 1) to document locally organised or agreed staff development activity.]

2. Recording

- 2.1 Individual members of staff are responsible for keeping records of their own staff development activities. A copy of the Staff Development Application Form and Record for each activity undertaken should be retained by the member of staff as it will be used to assist in the review and evaluation of development.
- 2.2 Copies of all completed Staff Development Application Form and Records should be retained by Budget holders and collated by the appropriate senior manager annually so that the information can be used as part of the annual staff development reporting process.
- 2.3 Deans and Directors are responsible for ensuring that data on the completion of PDRs and a report of the staff development undertaken by their staff during the year (against the planned staff development activities set out in the Faculty/Group/Department Staff Development Plan) are submitted with their annual staff development report to the Head of Organisation Development, Training and Diversity (ODTD).
- 2.4 Central training providers (the list of Central Providers is attached at Appendix 2) are responsible for keeping attendance records for all staff development and training courses, programmes and events they deliver and for submitting these records through the Empower training system to the Empower Personnel database on an ongoing

basis. Where a central training provider does not use the Empower training system they must ensure that the records of attendance can be imported and integrated into the Empower personnel system in order to ensure that individual staff records are up to date and accurate. Records should be updated on a monthly basis.

- 2.5 Organisation Development, Training and Diversity will maintain central records of all staff development activity in a format that enable monitoring as required for the University's strategic planning purposes, equality action plans, and legislative requirements.

3. Monitoring

- 3.1 Organisation Development, Training and Diversity will monitor the statistical information gathered centrally on an ongoing basis.
- 3.2 Organisation Development, Training and Diversity will carry out an annual monitoring exercise through which the data supplied by Faculties, Groups and central departments and central training providers will be collated and analysed.
- 3.3 Monitoring will be carried out by course/programme/event and will be broken down by:
- Staffing group
 - Faculty/Group
 - Gender
 - Working pattern
 - Ethnicity
 - Disability
 - Age

4. Reporting

- 4.1 The Head of Organisation Development, Training and Diversity will produce an annual Professional and Personal Staff Development Monitoring Report setting out statistical data and analysis of trends from the annual monitoring exercise described in paragraph 3.1 above. This report will be submitted to the University Directorate and to the Diversity and Equal Opportunities Committee (DEOC) during the Autumn Term each year. This report will be shared with the recognised trade unions.
- 4.2 In addition to providing the annual Professional and Personal Staff Development Monitoring Report the Head of Organisation Development, Training and Diversity will twice yearly produce a Staff Development Report which provides attendance statistics for centrally organised training and development broken down by faculty/ group and central department and by the headings set out in

paragraph 3.3. This report will be issued to Directorate, the Diversity and Equal Opportunities Committee (DEOC) and copied to the recognised trade unions.

4.2.1 The twice yearly report will include an analysis of the data gathered. In addition to sharing this analysis with Directorate, the DEOC and the Trades Unions, the Head of Organisation Development, Training and Diversity and her staff will:

- a. Discuss the results and trends with Deans and Directors of central Groups and departments with a view to supporting them in monitoring and reviewing the staff development undertaken by staff in their faculty/Group or Department.
- b. Use the report as the basis for joint monitoring with the Trades Unions to address any identified under representation or equality issues.

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HR Director

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Head of Organisation Development, Training and Diversity

June 2011

THE MANCHESTER METROPOLITAN UNIVERSITY
HEAD OF ORGANISATION DEVELOPMENT, TRAINING AND DIVERSITY

Appendix 1

Staff Development Application Form and Record

Section One – Application Form *(to be completed **before** activity takes place)*

Personal Details		Name	
Job Title		Phone	Email
Department/School		Site/Bldg	
Employee Number (from payslip/PC user name)			
Activity Title and brief description of proposed staff development e.g. training course, development programme, conference, exhibition, seminar etc. including the date, duration and name of the training provider			
Name of Event		Date	Duration
Description			
Why should this staff development be undertaken <i>(delete as appropriate)</i>			
Statutory requirement		Mandatory	
University Staff Development priority		Local Staff Development priority	
Other			
How was this development need identified? <i>(please circle)</i>			
PDR	Induction	Other	
What are the specific objectives or desired outcomes you wish to achieve from this activity and how will you apply the learning?			

Costs *Please set out the known/anticipated costs for the development activity*

	£
Fees/attendance charge/administrative costs	
Travel & subsistence costs	
Total	

For an internally delivered event please set out below any additional requirements to support your participation as this form will also act as the booking form:

Applicant's signature
Request approved/not approved <i>(delete as appropriate)</i> <i>If not approved, reasons for non-approval:</i>
Staff Cover arrangement <i>(if appropriate)</i>
Line Manager's Name Signature
Request endorsed/not endorsed by budget holder <i>(where different to Line manager)</i>
Budget Code:
Budget holder counter-signature <i>(where appropriate)</i>
Name Signature

What impact/benefit has the development activity had on:

- a.) *Your own skills, knowledge and professional capacity*
- b.) *The team that you work in*
- c.) *The departments objectives*

What additional support (if any) do you need from your line manager/others to help implement learning?

Date of Evaluation discussion:

Applicant's Signature

Line manager signature

Name:

Comments

CENTRAL TRAINING PROVIDERS

Training and Development for MMU staff is provided by a number of different teams within the institution as set out below.

- a) Organisation Development, Training and Diversity, HR
- b) Health and Safety Unit, HR
- c) Financial and Legal Services
- d) Marketing, Communications and Development
- e) Facilities, Services Group
- f) Information and Communication Technology Services (ICTS), Services Group
- g) Library Services, Services Group
- h) Environmental Sustainability, Services Group
- i) Centre for Academic Standards and Quality Enhancements (CASQE), SAS
- j) Recruitment and Admissions, SAS
- k) Planning and Management Information, SAS
- l) Centre for Learning and Teaching (CeLT), SAS
- m) Research and Enterprise Services (RES), SAS
- n) Student Services, SAS