

DOCUMENT DETAILS

Document Name:	Learning & Development Policy		
Approval body:	Board		
Approval date:	November 2025		
Review date:	November 2027		
Document author	Debra French, Organisational Development & Engagement Manager		
Document owner	Andrew Comyn, DCEO / CFO		
Applicability	Students		Colleagues x
	Governors	x	Other x
Summary	This policy sets out Nottingham College's commitment to the continuous improvement in developing its workforce as an employer of choice and as an extraordinary provider of education and training.		

DOCUMENT CONSULTATION & APPROVAL

Consultation person / body	Date passed
Finance & Assets Committee	Nov 25

Approval body	Date approved
Board	Dec 25

IMPACT ASSESSMENT

A significant negative impact has been identified in the following area, and a full impact assessment / risk assessment is available.

Equality & diversity	Yes / No
GDPR	Yes / No
Health & safety	Yes / No
Safeguarding	Yes / No
Friendly version of policy available	Yes / No

POLICY CHANGES

Key updates	Impact	Section reference
Retirement of previous Continuing Professional Development Policy 2023-2025.	Provision of a contemporary policy meeting college, colleague, student and stakeholder needs.	All

1. INTRODUCTION

- 1.1 Nottingham College is committed to building a professional learning culture which enables colleagues to own and continuously improve their personal and professional development. This ownership includes further development of contemporary sector expertise, teaching and training knowledge, skills, and performance. This acquisition may be through experimentation, research, sharing good practice with colleagues and all methods of learning and development which are focussed on learning objectives to meet colleague, student, stakeholder and organisational needs.

2. OBJECTIVE

- 2.1 This policy sets out Nottingham College's commitment to the continuous improvement in developing its workforce as an employer of choice and as an extraordinary provider of education and training.

3. POLICY STATEMENT SCOPE & DEFINITIONS

Additional information and operational details about this policy are outlined in the accompanying procedures.

- 3.1 This policy applies to all colleagues at Nottingham College or Nottingham College Services, irrespective of differences in contract type, seniority, role, or work pattern.

All colleagues are expected to undertake at least 30 hours of learning and development each year (pro rata for part time contracts). This is to ensure their skills and knowledge remain up to date and to continuously improve sector expertise, teaching & training knowledge, digital skills, skills, behaviours and performance. In addition, annual targets will be set for digital & industry/professional upskilling or updating, reflecting our key priorities.

The college is committed to providing opportunities for its workforce to learn and develop through several dedicated learning and development days each year.

3.2 Definitions

The following definitions apply in respect of this policy:

- **Learning and development:** the improvement of colleagues' sector expertise, skills, knowledge, capabilities and performance. This is achieved through training, education and experiences to support personal growth and organisational goals.
- **Industry upskilling / updating:** the ongoing process of enhancing or refreshing professional knowledge, skills, and practices to remain current with evolving industry standards, technologies, and methodologies. The objective is to ensure colleagues are equipped to deliver relevant, high-quality learning aligned with sector and customer needs.
- **Mandatory training:** updates and training which all colleagues, including governors, agency or contracted colleagues and volunteers are expected to complete within a specified timescale.
- **e-learning:** learning conducted through electronic media, including on-line learning.

4. RESPONSIBILITIES

4.1 Colleagues are responsible for:

- Taking ownership of their own learning and development, to achieve the required annual targets and so continuously improving their expertise, skills and performance.
- Timely completion of mandatory training as part of essential learning.

4.2 The college management team are responsible for:

- Fostering a positive professional learning culture and to model its ethos in practice.
- Ensuring this policy is monitored and reviewed.
- Ensuring that individuals, managers, organisational development and, teaching, learning & assessment teams fulfil their responsibilities outlined within this policy.

4.3 All managers are responsible for:

- Continuous improvement of its colleagues' sector expertise, skills & performance.
- Devising annual development plans for their teams, promoting high expectations and considering the individual, team and college ambitions.
- Providing new or newly promoted colleagues with a localised induction and on-boarding programme, including a mentor.

4.4 The organisational development team and curriculum innovation & improvement team are responsible for:

- Identifying and monitoring training needs and implementing an inclusive, responsive plan to ensure that these are met.
- Sourcing learning and development through externally recognised leaders in their field or via expertise and knowledge from within the organisation to support a broad menu of activities.
- Maintaining colleague development records.

These measures aim to provide the commitment and opportunities for all colleagues to make learning an essential part of professional norms.

5. GENERAL PRINCIPLES

5.1 Our priority is to create a supportive learning culture as part of continuous improvement, in line with the shared values, behaviours and competencies of Nottingham College which:

- Appropriately develops the skills, qualifications, knowledge, and experience of all colleagues, empowering them to undertake and perform their roles to the highest standards.
- Supports the continuous development of curriculum colleagues to enable excellence in teaching, learning and assessment to be achieved.
- Literacy and numeracy skills are developed including the achievement, where required, of level 2 qualifications in English and maths.
- Enables colleagues to discharge their statutory duties and remain up to date through training and development.

6. LEARNING & DEVELOPMENT ACTIVITIES

- 6.1 Learning and development can include a range of activities, not all of which will incur costs or necessitate time away from the workplace. A comprehensive list of examples can be found in the procedures for this policy, reflecting the diverse nature of learning and development.

7. PROVISION OF FINANCIAL SUPPORT

- 7.1 Nottingham College will fund approved course/qualification fees as outlined in the procedures, where the development is a requirement of the role. In the case of qualifications and/or any single course/programme over the value set out in the procedures, a funding repayment agreement will apply.