

Baptist Bible College of the Caribbean

Staff Training and Development Policy

Staff development is defined as policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and by so doing, to improve the effectiveness and efficiency both of the individual, and the College.

Staff development is certainly at the forefront of BBCC thinking. Staff development in all stages of a teacher's career is vital to the success of his/her students and his/her job satisfaction, as well as movement on the continuum. Just as it is our job to stimulate a young learner's mind, we, as professionals, need to grow in our own thinking.

Teachers are accountable for the success of a room full of students, it is vital that they receive the proper trainings and support systems.

Baptist Bible College is committed to the support and development of all categories of its staff and recognizes that the efficient and effective functioning of the College depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels. Understanding that veteran does not equal expert is important. Support systems and staff development opportunities need to be available to all teachers, regardless of experience. BBCC prides itself on high expectations, differentiation, and success for every student. Teachers are students, too, and they must not be neglected.

The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. The College also recognizes that, as an institution concerned with learning, it has a special responsibility to encourage and support learning for all members of staff. The College's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. The College wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of Baptist Bible College of the Caribbean as a whole.

Identification of Training and Development Needs

The College is committed to the recruitment of suitably qualified staff but recognizes that the process of identifying staff development needs, is a continuous one. Needs are identified through the following:

- Probation
- Staff appraisal

- Personal identification by the individual
- and may arise because of:
- New equipment or technology
 - New responsibilities
 - Awareness of new forms of teaching and learning
 - Course/departmental changes
 - Health and safety requirements

Self-managed Development

Staff development is not just about attending training courses, but comprises a whole range of learning opportunities. Individual staff can review the range of methods available and determine the approaches that are most suitable and practical in meeting a specific development need. Staff are also encouraged to organize departmental workshops or staff meetings to enable them to reflect on common issues, exchange views and receive useful information.

Individual training expenses

The College is fully committed to the career development of all employees and are therefore willing to meet the costs associated with necessary and identified personal study and training focused on the College's requirements. Expenses incurred attending short term training courses, seminars, etc. during normal working hours, will be dealt with under our normal expense procedures.

Staff Development Weeks

The College organizes a range of staff development activities in the two weeks before the beginning of the Fall term covering a variety of communication, office and interpersonal skills. Previous weeks have included courses on time management, presentation skills, assertiveness and getting results through negotiation. Details are available in the Spring term.

Computer Training

The College periodically organizes training in computer skills. The need for a particular course is identified through staff appraisals, the Administrator or individual requests. These courses will encompass most Microsoft Office packages. The Administrator will advise throughout various times of the academic year when these courses will be held.

Safety

Safety training is organized by the Dean of Men/Safety Officer. Staff who identify a training or development need for a particular area of safety should approach the Dean of Men/Safety Officer with their suggestions. General safety training courses are also held within the staff development week.

Eligibility

All members of staff are eligible to apply for financial support for staff development subject to the following criteria:

- The activity is relevant to the job and will enhance job performance
- The activity is supported by the Head of College/ Department, who agrees to release you to attend.
- Where the activity takes place during working hours the Department can cover the absence of the member of staff.

Applying for Financial Support for Staff Development

Applications to attend any courses should be submitted on a Staff Development Application form (attached). This should be signed by the staff member's supervisor and returned to the Administrator with full details of the course, dates and fees. The course will then be considered for approval. There are not always sufficient funds available to agree to all requested courses.

Study Leave for Exams

Where the College has approved your course of study, you may request paid study leave from your Head of Department. The amount of time granted depends on the level of qualification being sought, but for an undergraduate degree or postgraduate qualification the amount of time would be based on one day of paid study leave per subject before examination. Staff may also request paid leave for the actual day of exams.

End of Document

BBCC

Application for Staff Training and Development

To be completed by Applicant

Name.....

Department.....

1. Course/ training, etc. which the applicant wishes to enroll:

Course Title and Venue	Date and Times of Attendance	Fees and other costs

2. The College expects you to continue in employment for a maximum of 2 years after the completion of the course. Should you not do so, the following repayment terms will come into effect:

- a) 100% of the cost will be payable if you leave within 0.6 months of the completion of the course.
- b) 75% of the cost will be payable if you leave within 6-12 months of the completion of the course
- c) 50% of the cost will be payable if you leave within 12-18 months of the completion of the course
- d) 25% of the cost will be payable if you leave within 18-24 months of the completion of the course

Non completion of the Course

The full cost of the course will be repayable to the College by salary deduction on terms to be agreed by the Administrator, in the following circumstances:

- a) If you leave the College's employment during the course
- b) If you do not complete the course
- c) If you fail to meet the attendance requirements of the course
- d) If you do not sit any relevant examination(s)

Declaration

I confirm that I wish to accept the College's support to attend the course under the above terms and conditions and agree that the college has the right to deduct any outstanding amounts under this agreement from any salary or other payments due to me on termination of my employment (as detailed above) or on non-completion of the course (as detailed above).

Signed.....

Date.....