

## Staff Development 2016-2017

### Staff Development Days

Training	Duration (in hours)	*P/T Staff Attending	F/T Staff Attending	Total Teaching Staff Attending	Total Core Staff Attending	Total Attendance
Mahara – Electronic Portfolio System	0.5	15	0	15	0	15
Blackboard VLE – For Beginners	1.0	17	1	18	0	18
Hints, Tips and Processes	1.0	15	0	15	0	15
Teaching by VC	1.0	16	1	17	0	17
Blackboard Advanced Training	3.0	4	2	6	0	6
Safeguarding	2.0	15	2	17	0	17
Registers, CAMS and Sharepoint	1.0	40	14	39	15	54
PREVENT	1.5	15	3	15	3	18
Writing for Evaluation	1.0	26	2	25	3	28
Dealing with Challenging Behaviour	1.0	23	6	26	3	29
New Quality Assurance Policies	1.0	35	12	35	12	47
OneDrive	1.0	30	9	30	9	39

A total of 72 members of staff attended development – this represents 32% of college staff. Of the 72 attending 19 (26%) were full-time, the remaining were part time. 22 non teaching staff attended staff development which equates to 30% of all staff in attendance.

### Individual Staff Development Requests to Staff Development Committee

The following table displays information for individual staff development requests for 2016/17. 44% of all requests were from staff wishing to undertake First Aid Training.

Course/Event	*P/T Staff	F/T Staff	Teaching Staff	Non Teaching Staff	Total Attendance
Emergency First Aid at Work – 1 Day	9	3	2	10	12
Children Under Pressure - Conference	-	1	-	1	1
SQA SfW update event for hairdressing	1	-	1	-	1
Personal Academic Tutor Development Day	2	8	3	7	10
The Porous University	1	-	-	-	1
LTA (Learning and Teaching Academy) Learning & Teaching Conference	1	-	1	-	1
CDN (College Development Network) Gender Equality Conference		1	-	1	1

**Other Staff Development activities undertaken by college staff, but not organised by the Staff Development Committee include:**

**Employment Law Seminar** - 16 members of staff undertook a 1 day session on Employment Law – attendees were members of the senior management team and relevant line managers. The same 16 members of staff undertook a 1 day **Performance Management** training course.

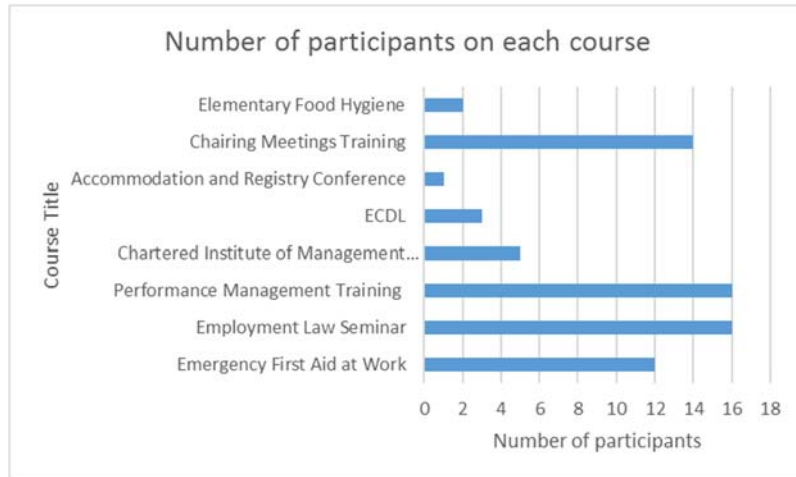
**Chartered Institute of Management** - 3 members of senior management undertook Level 11, 1 Centre Manager and 1 Curriculum Manager enrolled on Level 8

**ECDL** - 3 members of part-time centre staff enrolled on this course, which is necessary for those centre staff who will invigilate ECDL tests within centres.

**Admissions and Registry Conference** - 1 member of support staff attended the above.

**Charing Meetings Training** - 14 members of senior and line management staff completed this course.

**Elementary Food Hygiene** - 2 staff members of the nursery completed the course.



## Teaching Qualifications

### Completions 2016/2017

1 member of Teaching Staff completed their Masters in Education (MEd – UHI); 1 member of Teaching Staff completed Teaching Qualifications in Further Education (TQFE) and 3 members of staff completed Teaching Practice in Scotland’s Colleges (PDA) – 1 member of staff withdrew from the PDA

### Starts 2016/17

September 2016 saw 6 members of teaching staff enrol on the Masters in Education Programme, 2 have subsequently withdrawn and 1 suspended their studies. The remaining 3 applicant’s qualifications are ongoing. January 2017 saw one further member of staff enrol on the programme. Of the 7 enrolments onto the Masters programme 43% are continuing.

One member of staff enrolled on the PgCert in Tertiary Education and one other enrolled on the ‘Teaching in Colleges Today’ Programme.

## LearnUpon Compliance Training

## Health and Safety Part 1 & 2

During academic year 2016/17 – 30 members of staff completed and passed the Health and Safety Part 1. The same 30 members and one additional member of staff went on to pass the Health and Safety Part 2.

## Other Training

20 members of staff have indicated they had undertaken further training relevant to their role. These sessions have been wide and varied and include:-

Access and Inclusion Workshop

Autism Awareness

Awareness of Mental Health (Level 2)

Drum mixing techniques (Ryan Hewitt)

First Aid for Babies and Children (2 week course)

Learning synth programming (Scott Hirsch)

LTA Connect: Frameworks for enhancing how we use VLEs

LTA Connect: Using panel feedback to increase student satisfaction

LTA Connect: Digital social networks and the Academy

LTA Connect: Using panel feedback to increase student satisfaction

Management & Leadership: Growing as a Manager

The Right to Education: Breaking Down The Barriers

## Training Costs

Over the academic period 2016/2017 the cost of staff training amounted to £21,026.41