Training & Development Policy

Royal Holloway (the College) is committed to the development and retention of competent and valued personnel. The Staff Development Team, Computer Centre and Academic Development Services work in partnership with operational and academic managers, to promote and enhance a learning culture throughout the College. This is achieved by the development of a training strategy guided by identified training needs at corporate, departmental and individual levels.

1. The College is committed to the promotion and support of staff development. It recognises that developing the knowledge, skills and attitudes of all staff will improve the effectiveness and efficiency both of the individual and the organisation.

2. Responsibility for supporting staff development is three-fold:
   (i) Head of Department - a managerial responsibility to facilitate the development of their staff in line with departmental and organisational objectives.
   
   (ii) Individual - a personal commitment to continuous professional and personal development.
   
   (iii) Institutional - provision of advice, support, training and development opportunities, and funding.

3. Overall role of central staff development function:
   The Staff Development Team will act as a central focus for the co-ordinated planning and provision of a range of internal and external training activities. The College expects development opportunities to be made available to all categories of staff, for whom appropriate provision must be made. Funding is available to assist departments in meeting the costs of external courses and to provide an internal staff development programme.
4. Identification of development needs

The changes which are taking place in such areas as the content and style of delivery of undergraduate and postgraduate courses, new approaches to administration, and the impact of new technology require individuals, with their departments, to regularly review their personal development. The Annual Staff Appraisal provides the main vehicle for this process, ensuring that members of staff are equipped with all the necessary skills to meet future planned individual, departmental and organisational objectives.

Individual development needs can also occur outside the Annual Staff Appraisal process and under these circumstances the Staff Development Officer should be contacted to incorporate these needs into the College wide Training & Development Plan (for staff of Facilities Management, contact the Training Officer, and for teaching and learning matters, Academic Development Services).