

# **Staff Development**

## **Recruitment and Career Development**

## Overview

This section describes the policy and processes through which British Council staff can access development opportunities for their current role and for longer term development.

## Audience

The policy applies to all staff worldwide.

## Responsibilities

All staff are responsible for familiarising themselves with the corporate framework for learning and development and the processes for identifying and securing support for development.

All staff are responsible for identifying development needs through the performance management process and options for meeting those needs.

Line managers are responsible for supporting staff access to learning resources, including appropriate training interventions, by agreeing development priorities identified through performance management and evaluation discussions.

Operational managers are responsible for ensuring that the investment in staff development reflects business plan priorities and the achievement of organisational goals.

At departmental/country/regional levels, a designated member of staff will have responsibility for monitoring and reporting on the implementation of staff development plans in line with the corporate framework for learning and development.

## Policy

The annual corporate investment in staff development will be equivalent to 3% of staff costs. The basis for the calculation of the investment in staff development should cover all those direct costs associated with training and development investment shown as a percentage of total staff costs.

All British Council staff will have the opportunity to participate in a minimum of six days developmental activity each year.

'Developmental activity' includes formal and informal training, self-directed learning and briefing/awareness raising activity.

## Procedures

Members of staff:

- Personal development needs are identified through job review and during performance evaluation discussions and recorded as personal development objectives in the Performance Evaluation form (section 3).

Subsequent job reviews will record progress towards the achievement of personal development objectives.

Line Managers:

- Line managers will support the member of staff in identifying appropriate and relevant development options recorded in the personal development plan.

Line managers are responsible for ensuring that all staff undertake any areas of essential training relevant to their role as identified in the corporate framework for learning and development

- Line managers will contribute to the development of a departmental/country/regional staff development plan which reflects the priorities identified through the personal development discussion

Line managers will use the corporate framework for learning and development to guide staff in accessing learning resources including formal training interventions.