



# **Training & Development Policy and Procedure**

**January 2026**

## History of Changes

| Version | Description of Change                                    | Authored by | Date       |
|---------|--|-------------|------------|
| 1.2     | Inclusion of section with regards to learning agreements | L Kerr      | 08/01/2026 |
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## **1 Introduction**

- 1.1 The College maintains a commitment to value and develop our workforce and to become an employer of choice within our region.
- 1.2 This policy sets out the College's commitment to the professional and personal development of our staff ensuring that they are fully equipped to perform their role effectively and to develop within the organisation.
- 1.3 This policy sets out the categories of staff training and development activity which will be provided by the College for the benefit of the organisation and the individual employee.
- 1.4 This policy outlines the conditions under which funding may be provided and the circumstances in which repayment of costs will be required.

## **2 Scope**

- 2.1 Borders College is an equal opportunities employer and as such this policy applies to all employees of the College and includes both full-time and part-time staff, temporary and permanent.
- 2.2 The policy addresses organisational and individual development needs in line with:
  - Strategic objectives and supporting strategies
  - Statutory obligations
  - College policies and procedures
  - Continuous professional development
  - Outcome agreements

## **3 Key Principles**

- 3.1 All staff are entitled to a level of staff training and development appropriate to their role.
- 3.2 All staff training, and development will be linked to organisational and individual development needs as described in paragraph 2.2.
- 3.3 For the purposes of this policy staff training and development activity is defined as follows:
  - Essential Information/Training
  - Professional Development
  - Annual Training Plan
  - Staff Performance and Development Review

### 3.4 Essential Information/Training

This is essential training which allows the College to meet statutory obligations. Staff must complete this online and face to face training in order to successfully complete probationary periods and all staff are required to refresh this training on a regular basis. The essential modules sit on the College's VLE and cover subjects such as Safeguarding, Equalities & Diversity, Data Protection, and Information Security

### 3.5 Professional Development

#### 3.5.1 Teaching Qualifications

The College will support all academic staff to attain the relevant teaching qualifications if required and engage in Continuing Professional Development (CPD) that supports the development of teaching skills.

The pathway to gaining the relevant teaching qualifications offered by the college is through the PDA 'Teaching Practice in Scotland's Colleges' and then TQFE which is delivered by one of our partner Universities.

Holding TQFE or equivalent qualification is necessary for registration with General Teaching Council (GTCS). Registration with GTCS is a requirement for all promoted and non-promoted lecturing staff in all of Scotland Colleges.

Further guidance of the teaching pathways and routes to GTCS registration are set out in the 'Guide to Teaching Pathways and GTCS Registration'.

#### 3.5.2 Other Professional Qualifications

The College will support staff to attain professional qualifications which are required for their role for example ACCA and CIPD qualifications.

The College may, at its discretion, provide financial support for qualifications and professional development that are relevant to the employee's role.

Where the College provides support for professional qualifications not part of the NJNC agreement and have a cost exceeding £500, employees may be required to sign a learning agreement. Appendix 1.

### 3.6 Annual Plan

Each year the college is committed to producing an annual training plan linked to organisational and individual development needs as described in paragraph 2.2.

The plan is developed and the priorities for each year set by the People Services Business Partner consulting with the Leadership Forum and the EIS Learning Rep before the final plan is presented and approved by the Senior Leadership Team in August of each year.

As part of this plan the College will hold two all staff training days within each academic year (August/November).

The College is also committed within the annual plan to hold a Work Rest and Play Day for all staff in June.

### 3.7 Staff Performance & Development Review

All employees of Borders College are entitled to an annual Staff Performance and Development Review (SPDR), conducted by an appropriate line manager, to enable targets relevant to individual job roles and to the strategic aims of the organisation to be set, progress towards targets to be reviewed and staff development needs to be identified.

As part of this process all line managers will have the responsibility to jointly identify the training and development needs of their staff.

## 4 Responsibilities

4.1 The Regional Board approves the Workforce Strategy which covers the area of staff training and development. The Finance and Resources sub-committee of the Regional Board approves the Training and Development policy and will receive reports on staff training and development activity.

4.2 The SLT will oversee the implementation of the policy and procedures through the approval of the Annual Training & Development Plan.

The SLT will also monitor sector/department training ensuring it is appropriate and evaluated.

4.3 The Director of People Services is responsible for the implementation of the policy and procedures.

4.4 The SLT will receive regular reports from the Director of People Services/People Services Business Partner.

4.5 Individual members of staff are responsible for:

- The identification of their individual training needs, in liaison with their line manager, through the individual staff review process
- Justifying any application made for training and for the evaluation of the effectiveness of that training once it has taken place
- Where appropriate, sourcing specialist training, in liaison with the People Services department if there is a cost
- Ensuring that they attend any essential staff development or training event that is deemed appropriate by the College and in consultation with their Line Manager

- Undertaking any essential staff development that is linked to a contract of employment
- Taking part in any staff training or development programme such as Strategic Planning sessions or Enhance that is deemed appropriate by the College
- Ensuring that they carry out an evaluation of their training and development through Microsoft forms and/or with their line manager

4.6 All Heads of Sector/Support Managers are responsible for:

- Providing ideas for the college annual training plan to People Services within agreed timescales each year
- Making arrangements for staff to be booked onto training sessions through the People Services Team
- Ensuring they discuss the annual plan and book staff onto training sessions in line with their staff review

4.7 All line managers are responsible for:

- Adhering to the policy and procedures
- The identification of training and development needs of staff in consultation with the staff member for whom they have direct or delegated line management responsibility
- The approval of individual, group and departmental requests for training, ensuring that all approved requests are in line with College strategies and approved by People Services if there is a cost implication
- Ensuring that staff for whom they have responsibility engage in all essential staff training and development and undertake development that has been identified through the Staff Performance and Development Review process
- Booking staff onto training and ensuring training staff are aware of the arrangements and detail of this training
- Ensuring that training is evaluated with the staff member following the completion of training, where appropriate

## 5 Related Documents

5.1 Workforce Strategy

5.2 Staff guides

## 6 Review

The policy will be reviewed once every three years. Therefore, date of review will be August 2027.

# 1 Introduction

1.1 The Borders College Staff Training and Development policy sets out the College’s commitment to the professional and personal development of our staff ensuring that they are fully equipped to perform their role effectively and to develop within the organisation. This procedure supports that policy.

# 2 Scope

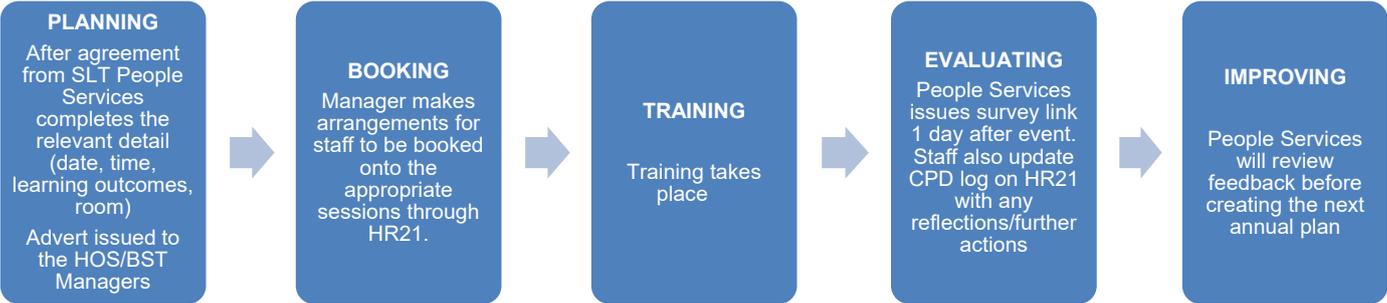
- 2.1 Borders College is an equal opportunities employer and as such this procedure applies to all employees of the College and includes both full-time and part-time staff, permanent and temporary.
- 2.2 The procedure provides guidance on the organisation and provision of training and development within the organisation.

# 3 Key Principles

In order to arrange training and development the following processes should be followed:

- Essential Information/Training

The College has a responsibility to identify appropriate training sessions that individuals must attend. These sessions relate to statutory requirements or ongoing CPD and will be visible in the annual training plan.



- Internal Sector/Team Requested Training

This is informal training with learning outcomes and responsibility has been devolved to each Sector/Team.

## Training & Development Procedure

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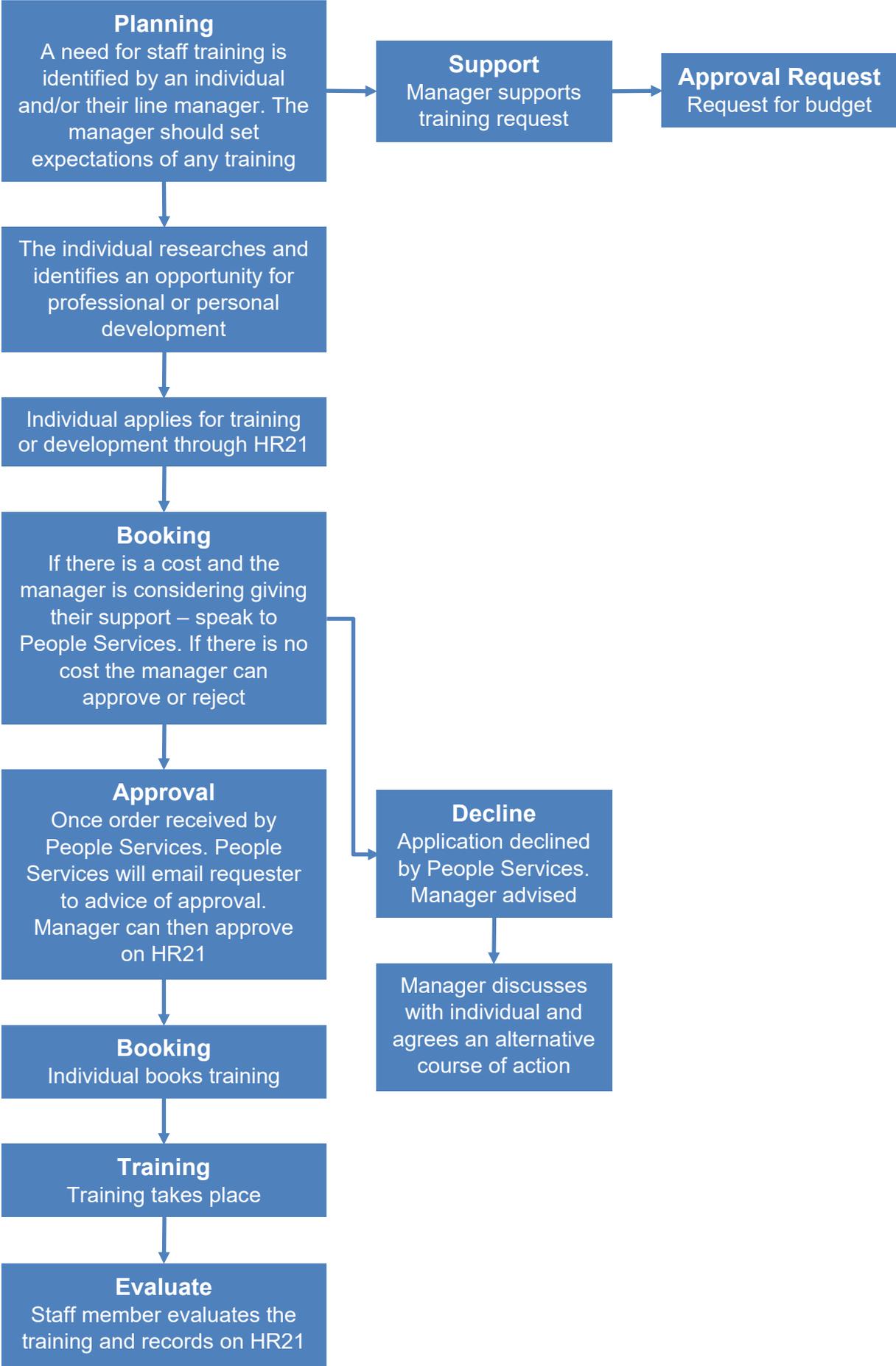
- Internal Optional Training

This is training which is advertised through People Services that a staff member can choose to attend subject to their manager's approval.



- External Training Events

In order to further CPD or personal development, each staff member has a responsibility to research the training, the college has a responsibility to consider the request.



## Learning Agreement

This learning agreement is between Borders College (“the College”) and [Employee Name] (“the Employee”).



### 1. Purpose

The purpose of this agreement is to set out the terms under which the College agrees to fund or contribute to the cost of continuous professional development (CPD) or professional qualifications undertaken by the Employee at a cost exceeding £500. Professional qualifications which are part of NJNC agreements are excluded from this (e.g. PDA and TQFE for lecturing staff).

### 2. Funding and Study Time

The College may agree to pay, in full or in part, the fees and associated costs of the agreed training/qualification.

Unless otherwise agreed in writing, all study and assignment preparation will be undertaken in the Employee’s own time and not during contracted working hours.

The College will grant the Employee paid leave of absence to attend any exams in relation to the training/qualification.

### 3. Repayment of Costs

In consideration of the College providing financial support for the qualification, the Employee agrees to the following repayment terms if they leave employment:

- 100% before 6 months
- 75% after 6 months
- 50% after 12 months
- 25% after 18 months
- 0% after 24 months

Repayment will include course fees, registration fees, examination costs and any other directly related expenses funded by the College.

### 4. Withdrawal or non-completion

If the Employee withdraws from the course, fails to attend without good reason, or does not successfully complete the qualification, the Employee will be required to repay all costs incurred by the College.

## 5. Termination of Employment

If the Employee's employment is terminated by the College due to redundancy, ill-health, or another reason not related to misconduct or capability, the Employee will not be required to repay any outstanding training/qualification costs.

If the Employee's employment is terminated due to misconduct, gross misconduct, or capability/performance reasons, the repayment provisions in Clause 3 will continue to apply.

If the Employee resigns voluntarily, the repayment provisions in Clause 3 will apply.

## 6. General

Repayment may be deducted from final salary payments where lawful. Any outstanding balance must be repaid to the College by contacting [finance@borderscollege.ac.uk](mailto:finance@borderscollege.ac.uk). An invoice for the outstanding balance will be sent to you.

This agreement does not affect statutory employment rights.

### **Signed for and on behalf of the College:**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Date: Click or tap to enter a date.

### **Signed by the Employee:**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Date: Click or tap to enter a date.

Status: Approved  
Policy Dated: January 2026  
Author: Director of People Services  
Review Date: January 2029  
Equality Impact Assessed: August 2024