

Training and Development Process

PURPOSE

The purpose of this process is to ensure that an effective procedure exists for the training and development requirements for each staff member of the International Education Division.

PROCEDURE

Line managers organise for training to be given to new employees within the Division which includes induction to the office and training on Core Portal. This initial training and future planned training will be put in the Performance Development Review (PDR) for new employees, including contract/temporary staff, which is stored on SharePoint. A mentor is assigned to each new staff member for job run through and any further training is carried out as on the job training.

Additional courses and training offered both on and off campus can be taken when and where appropriate. IED have an Excel database that captures all planned and additional training sessions staff attend; there is a comment section for staff to input how valuable training was and if they would recommend it. This is completed during a discussion that is held with line managers on completion of training to establish the effectiveness of the training programme.

“Training” is an agenda item at IED monthly meetings - short feedback is to be given by staff on the effectiveness of training programmes that have been undertaken.

All staff is actively encouraged to visit partner universities every two to three years on either a formal working week or job shadow. The visits are undertaken with a view to help improve relations between partner universities, to gain an understanding of best practices and procedures at partner universities, and to create possible bilateral agreements with new universities to increase student numbers. Within Erasmus and Exchanges, once an employee has completed their university visit, they are requested by the HEA to submit a report.

PERFORMANCE DEVELOPMENT REVIEW SYSTEM (PDRS)

The Performance Development Review System is a process defined by the UL Human Resource Division to ensure team and individual objectives within the University's strategic priorities. The overall focus of the system is on improving employee performance and enhancing professional career development.

Performance Development Reviews are to be carried out between line managers and their staff on an annual basis.

The staff member composes the PDR form which consists of Individual Objectives and Individual Development Objectives and forwards to their manager before the arranged meeting.

For current employees the meeting should consist of a review of their performance against previously set objectives, with further objectives and training set for the following 12 months.

New employees' meetings should consist of planning and training with objectives for the next 12 months.

Training needs are identified within the PDR with each staff member to take at least five days training annually.

Discussion of targets from the PDR should also be carried out between managers and staff on an on-going informal basis.

RECORDS

All records are held in accordance with the [University's Records Management and Retention Policy](#).

Training records are maintained in electronic format and are available to Divisional staff on the IED SharePoint portal.

PROCESS EFFECTIVENESS

At a minimum, the process is monitored for effectiveness and improvement by taking input from internal and external reviews/audits, and staff input at any time.

REVISION HISTORY

Rev. No.	Date	Approved By	Details of Change	Process Owner
1	16/06/15	Deputy Director	Initial Release	Dearbhla McNamara
2	16/07/15	Deputy Director	Replace 'Purpose' with 'Process' for 'Process Effectiveness'; include Rev No in footer.	Dearbhla McNamara
3	22/07/15	Deputy Director	Update of Records paragraph	Dearbhla McNamara