



LETTA SCITT and Apprenticeships

Professional Learning policy

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1. Purpose and principles

LETTA acknowledges the importance of continuing professional development for all our staff. It is key to our success and a driving force behind positive learner outcomes. LETTA strives to be a learning organisation. This is part of our culture. We understand that to be an excellent provider, we need to ensure that we continuously grow and learn to improve the quality of teaching, learning and assessment across all of our qualifications.

LETTA are committed to support the professional learning aspirations of our staff, and we expect staff to proactively engage with and take responsibility for their professional development.

The purpose of this policy is to outline the principles and procedures for how the professional learning process is managed at LETTA, and how our staff are supported to deliver excellent outcomes for all learners.

2. Induction

- Staff must provide evidence of relevant qualifications and training upon commencing employment with LETTA. For our teaching staff, this includes QTS.
- Staff complete statutory training as part of their induction. This covers safeguarding, health & safety and Prevent.
- Staff are asked to maintain records of professional learning, and statutory training records are maintained by our Administrator.
- Where it is identified that a qualification is a requirement of a particular job role, this will be specified in the relevant job description.
- Should staff not already have this qualification, usually by exception, a plan will be put in place to secure achievement at the earliest opportunity.

3. Planning

- Staff professional learning needs are formally reviewed annually as part of the appraisal process.
- We recognise that needs arise at other times, and our approach to professional learning enables us to be responsive when necessary.
- Planning for professional learning considers identified learning opportunities that are necessary for an employee to carry out their role, as well as any aspirational opportunities requested by the employee.
- Professional learning for all delivery staff is linked to reviews of teaching and learning and outcomes of our quality assurance strategy.

- Professional development for the entire team is focussed on building and maintaining capacity, improving systems, building knowledge and needs arising.
- Part of the planning process will include setting specific targets around professional learning, which could include maintaining occupational knowledge, skills and professional competence in sector specialist areas or acquiring new knowledge and skills to improve performance.
- Associated costs are approved by the relevant budget holder and Director of School Improvement.
- Professional learning will form an explicit part of any performance improvement plan.

4. Monitoring

- All mandatory professional learning activities (including safeguarding health and safety, PREVENT and equality and diversity) will be monitored regularly by the Administrator.
- Staff are asked to maintain records of professional learning, and statutory training records are maintained by our Administrator.
- Feedback is an important part of our quality assurance process. Line managers will ensure that professional learning is a standing agenda item during 1-1 meetings and that feedback pertaining to professional learning activities is collected.
- The Director of School Improvement will monitor feedback collected pertaining to professional learning activities.
- Only professional learning relevant to an individual's job role or specifically required by the organisation will be within the scope of this policy or eligible for funding by LETTA.

5. Commitment

- LETTA are committed to providing high-quality, evidence-informed professional learning opportunities for staff that provide tangible impact on their ability to perform their role.
- LETTA are also committed to ensuring the professional learning carried out by the staff team is in line with the needs of individual, organisational or national priorities.
- Professional learning policies are driven by the need to continuously improve standards of teaching and learning and to share best practice wherever possible.
- Professional learning opportunities will always be provided by those with the necessary experience, expertise and skills to have the desired impact.

- Professional learning opportunities will be offered not just to ensure competence in an individual's current role but also to allow aspirational career progression within the organisation.
- A professional learning budget in will be proposed by the Business Manager in consultation with the Director of School Improvement and agreed by the Trustees for each academic year.

6. Sector competence

LETTA has taken several steps to ensure staff are aware of sector requirements and have access to suitable CPD opportunities. These include:

- Subscription to gov.uk alerts and ESFA Update which is cascaded to relevant staff, including information on academies to inform our work in schools
- Attendance at DfE webinars
- Attendance at ESFA webinars
- Attendance at Ofsted briefings and workshops
- Membership to NASBTT
- Membership to the Chartered College
- Attendance at NASBTT briefings and workshops
- Attendance at other conferences and workshops specific to the ITT and apprenticeship sector
- Use of external sector experts

From time to time it may be necessary for staff to be asked to develop sector competence in a new area and staff will be expected to take reasonable steps to achieve this.

7. Professional practice

- Where staff are required to maintain or achieve a professional standard to practice that is a requirement of their role, it is their responsibility to ensure any professional requirements are met. For teaching staff this includes Qualified Teacher Status (QTS).
- From time-to-time, staff may be required to work-shadow an employer in a relevant sector, or to take a teaching secondment to maintain relevant classroom experience.
- Any costs associated with this requirement will be met by LETTA, subject to signoff from the line manager and Director of School Improvement.
- LETTA may choose to specify a number of professional learning hours that must be completed each year to support development of professional practice.

- Where a minimum number of professional learning hours is specified it is the responsibility of the individual staff member to ensure that this completed and recorded in line with the relevant section of this policy.
- Where staff are required to maintain professional memberships as part of their job role, it is the responsibility of the individual staff member to ensure any professional learning requirements are met and that membership is maintained at the appropriate level.