



ThinkTalent Staff Development Policy

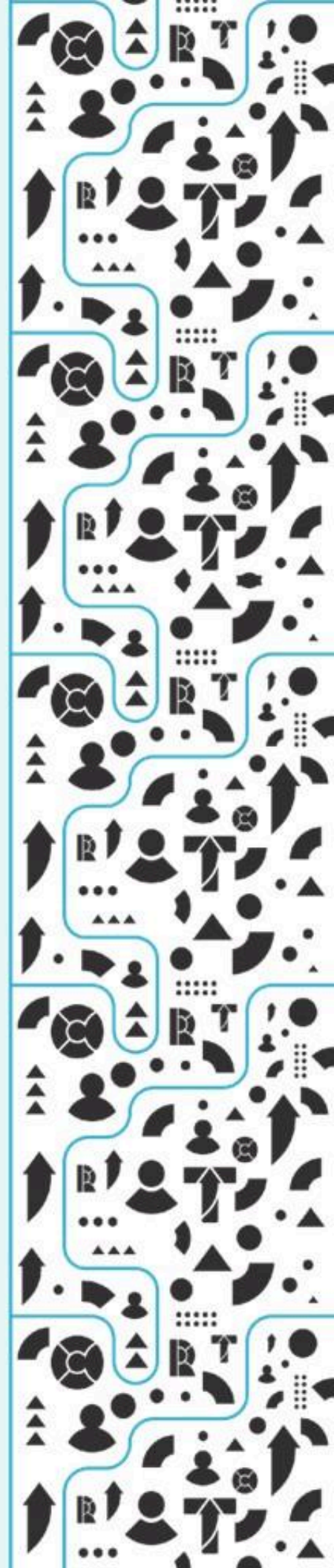
Version: 1.1

Approval Date: 17/10/26

Review Date: 17/10/27

Think Talent Institute

(MFHEA Licence 2017-004 | OTHM Centre DC2301752)



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1. Policy Statement

ThinkTalent is committed to providing high-quality education and training across all the training programmes offered. We recognise that our staff are our most valuable asset. This policy ensures that all full-time trainers, assessors, internal verifiers, and administrative staff continuously develop their skills, remain current in their sectors, and meet the stringent quality standards set by OTHM and MFHEA.

2. Scope

This policy applies to all full-time trainers and staff involved in the management, delivery, assessment, and internal quality assurance (IQA) of OTHM programmes at ThinkTalent.

3. Core Objectives

- **Maintain Academic Rigour:** Ensure full-time trainers hold qualifications higher than or equal to the level they teach.
- **Ensure Assessment Accuracy:** Train assessors and IQAs to apply the grading criteria objectively and consistently.
- **Support Career Growth:** Provide structured pathways for full-time trainers to achieve personal and professional career goals.
- **Regulatory Compliance:** Align staff competencies with MFHEA, OTHM, and local educational authority requirements under the oversight of the Head of Institute.

4. Key Areas of Staff Development

4.1. Induction Training

All full-time trainers must complete a mandatory induction programme before engaging with learners. This includes training on:

- centre regulations and specific qualification specifications.
- Malpractice, maladministration, and plagiarism detection policies.
- Internal Quality Assurance (IQA) timelines and standardisation procedures.

4.2. Continuous Professional Development (CPD)

All full-time trainers must complete a minimum of 20 hours of CPD per academic year. Eligible activities include:

- Attending training webinars, workshops, and centre briefing sessions.
- Completing higher-level teaching, assessing, or verifying qualifications.
- Participation in internal standardisation meetings.

4.3. Mandatory Compliance Training

To ensure a safe and equitable learning environment, all full-time trainers must undergo regular training in:

- Equality, Diversity, and Inclusion (EDI).
- Data Protection (GDPR / local privacy laws).
- Health, Safety, and Safeguarding.

5. Identifying Development Needs

Think Talent Institute utilises a three-tier approach to identify training gaps:

- **Annual Appraisals:** Formal yearly reviews between full-time trainers and the Head of Institute (or line managers) to set development targets.
- **IQA and EQA Feedback:** Training triggered by findings from Internal Quality Assurance or OTHM External Quality Assurance reports.
- **Classroom Observations:** Periodic peer and management observations to identify teaching and learning delivery improvements.

6. Resources and Funding

ThinkTalent will support approved development activities through:

- Allocating dedicated budget for external courses.
- Providing paid time off or study leave for approved professional development.
- Organising internal peer-sharing workshops and standardisation days.

7. Record Keeping and Monitoring

- **CPD Logs:** Every full-time trainer must maintain an up-to-date CPD log detailing activities, hours spent, and a reflection on how it impacts their practice.
- **Central Registry:** The Operations department will maintain copies of certificates, CVs, and updated CPD logs for EQA audit purposes, reportable to the Head of Institute. Staff development and CPD records will be retained for a minimum of three years, or longer where required by applicable legal, regulatory, awarding-organisation or institutional requirements.

8. Policy Review

This policy is reviewed annually by the Head of Institute to ensure continued alignment with OTHM/MFHEA guidelines and institutional goals.



Document Owner: Head of Institute

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