

Staffing Policy



Trustee Owner	Alan Bowe
Effective date:	18/7/22
Review date:	18/7/25
Related documents	Safer Recruitment Policy Staff development plan Employee Data Privacy Recognition of Prior Learning

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Alan Bowe	18/07/22
1.2	Andrew Counsell	Reviewed – no amends needed	Katharine Jane	11/3/24

Purpose

Newton Rigg Ltd recognises that to offer courses to student, we need trained and/or qualified practitioners. Tutors may need qualifications and a minimum experience of teaching that relates to our target group of students. They may also need qualifications / experience relating to the subject area being taught, and they will also need an understanding of assessment and internal moderation systems. Tutors and other staff may need specific additional training to deliver specific awarding body provision.

This policy is designed to provide guidance to tutors, instructors, assessors, moderators and students regarding how we ensure that we manage our staff's level of knowledge and expertise.

Scope

This RPL policy applies to all tutors, instructors, assessors, moderators and students.

Newton Rigg Ltd staff and or its representatives are responsible for the maintenance, review and improvement of this policy.

Principles

Newton Rigg Ltd has identified the following principles which underpin this policy:

- All new staff undergo an induction to the organisation, interim and annual appraisals including training needs for their own CPD.
- A budget is agreed by trustees each year for staff training and development, which is included in the budget statement.

- Staff given specific responsibility for areas such as health and safety, assessment, internal verification will be given time and resources to complete the required training (whether a legal requirement, awarding body requirement or internal requirement).
- All delivery staff will undergo the specific training required by an awarding body to ensure compliance with their requirements.
- All teaching staff will be required to hold, as a minimum, a national teaching qualification, such as PTLLS, L3 Award in Education and Training or equivalent or higher (unless their professional expertise is determined to be the equivalent or higher).
- We usually expect a minimum of a Level 3 qualification (or equivalent experience) in a specialist subject/vocational area, with a tutor holding a qualification at least one level higher than the level of the programme being taught.
- Where training lies outside of the vocational expertise of Newton Rigg Ltd.'s staff, suitably qualified, freelance tutors/trainers will be employed.
- Groups wishing to deliver accredited training in collaboration with 'Centre Name' will be required to demonstrate that the staff involved in the delivery of training have or are working towards training or a teaching qualification relevant to the level of the course.
- All training and CPD records will be kept on an employee personal file.