**PROTOCOL**

**TEMPLATE Workforce development plan**

1. **Introduction**

**Detail here the background to the current situations facing the college e.g., post-merger, new leadership team, the impact of the government white paper Skills for Jobs, response to employers**

*The aim of this Workforce Development Plan is to demonstrate how the strategic aims of the college will be integrated in its people plans, by identifying the current workforce issues and identifying future workforce priorities.*

1. **Purpose and Scope**

*Workforce planning is about preparing a comparison between present and future workforce skills and competencies, identifying the gaps and developing strategies and plans to eliminate those gaps. This Workforce Development Plan has been produced in consultation with senior managers and staff involved in the service planning for their areas, to provide a summary of the specific priorities and options for resourcing and an overview of the capacity to deliver these plans.*

1. **Context**

**3.1 National and Local Context (external and internal drivers)**

**3.2 DATA: staff and student numbers etc.**

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1. **Curriculum Design and Delivery**

**Note here curriculum planning and new approaches to delivery such as T Levels and digital technology etc.**

1. **Workforce Priorities**

**Suggestions: include here for example;**

* *Resource Planning and Staff Utilisation*

*In response to the curriculum plan and predicted and actual student numbers, college managers will proactively plan the resource requirements and maximize staff utilisation and deployment across the college. The College focus will be on an attractive recruitment offer and will undertake targeted recruitment campaigns. Up skilling training will be focused for staff who require industry updates and relevant technical knowledge. Within its current capacity the college will maximize on its opportunity to recruit and train and assess its apprentices. The college will also invest in a recruitment and development programme to attract those people looking for a career transition into Further Education.*

* *Talent Management and Retention*

*A full evaluation will be carried out to identify the ‘talent pool’ identifying staff with potential, development needs, or alternatively performance issues which need addressing. The college will develop opportunities for career progression and create consistent and well-defined roles and responsibilities at all levels of the organsiation.*

* *Continuously Improving Performance*

*The College will have a clear, focused and identifiable performance review process. All staff will maintain a CPD log. There will be continuous investment and improvement objectives for teaching, learning and assessment; and essential planned CPD sessions will take place for teaching staff on a frequent basis and for support staff during each half term.*

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* *Employee Engagement*

*The college will actively seek out staff views and thoughts on all relevant matters. Staff will receive regular updates. The college will promote a full staff survey and continue to consult with its Joint Trade Unions when appropriate.*

* *Health, Safety and Well-being*

*There will be robust occupational health and well-being support for staff, assisting staff to achieve the best balance between their home-life and work commitments. The college will engage in innovative health and well-being solutions.*

* *Leadership Capacity*

*The college will continue to develop its leadership capacity and will incorporate an on-going transformational approach to systematic leadership development. Leaders will be expected to coach and develop their teams and will be agile and adept in their decision making and, in their approach, to work.*

* *Partnership Working*

*The college will expect all staff to actively engage with their relevant stakeholders, including employers, schools, universities, students and their parents, to ensure that it is essentially placed to respond to demands and meet expectations.*

* *Flexibility, Agility and Hybrid working*

*The college requires an adaptable, resilient, and agile workforce. There will be a requirement for some roles to be mobile, some will be fully site based and other roles will be home based. Postholders will be proactive in the job design and modernisation of their roles to achieve organisational objectives.*

**How will this be achieved – see Workforce Development Action Plan (Appendix 3)**

**Appendices**

1. Key Workforce Data

2. Talent Planning Matrix

3. Workforce Development Action Plan

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**Appendix 2**

**Talent Planning Matrix**

**This matrix can be used to create a talent plan for a team, to identify employees with potential, development needs, or any performance issues which need addressing.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** |
| **Postholder name** | **Job title** | **Job Grade** | **Salary** | **Notice Period** | **Potential****Low/ Meets/ Exceeds** | **Performance****Low/****Meets/****Exceeds** | **Evidence for****F&G** | **Retention Risk****Red/Amber/Green** | **Development Plan** | **Next role** |
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**Appendix 3**

**Workforce Development Action Plan (to achieve Workforce Priorities)**

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| **Identified Area**  | **Action**  | **Timescale**  | **Area / Action Owner** | **On target / Achieved** |
| **Human Resources** |  |  |  |  |
| **Finance** |  |  |  |  |
| **Curriculum** |  |  |  |  |
| **Quality**  |  |  |  |  |
| **Student Support** |  |  |  |  |
| **Apprenticeships** |  |  |  |  |
| **Marketing and Communications** | .  |  |  |  |
| **Management Information Systems** |  |  |  |  |
| **Information Technology** |  |  |  |  |

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