



# Organisational Development Policy

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# Organisational Development Policy

## 1. Introduction

City of Glasgow College is committed to developing our staff and enhancing their experience and skills through providing excellent training, development and additional qualifications through our [Organisational Development department](#).

This commitment is affirmed in our [Strategic Plan](#) through our Value of “The Individual” and our Priority: “To live our values, value our people, and innovate in partnership.”

## 2. Purpose and Aim

The key aim of this policy is to deliver the College’s strategic objectives in support of the development of individuals. The College will ensure that staff are empowered to contribute in their roles toward college strategy and operations to facilitate staff development.

These are the main areas of support offered by Organisational Development:

- [Staff integration.](#)
- [Mandatory e-Learning Modules.](#)
- [Training opportunities including Core Skills for Managers.](#)
- [Continuing Professional Development.](#)
- [Enhanced Qualifications.](#)
- [Personal Development & Review.](#)
- [Supporting registration with the General Teaching Council for Scotland \(GTCS\) and regular Professional Updates.](#)
- [Wellbeing.](#)

## 3. Scope

This policy applies to all City of Glasgow College employees.

## 4. Policy Statement

### 4.1 Staff Integration

All new staff will complete a programme of integration with the support of their line manager. Integration will include:

- Completion of the integration guide.
- Completion of mandatory modules.
- Digital signature of agreement to the Code of Conduct.
- Attendance at the College Welcome session.
- Familiarisation with roles, policies, procedures and processes related to individual's roles.

Staff can find full information on [MyConnect](#).

### 4.2 Mandatory e-Learning Modules

All staff will normally complete mandatory e-learning modules via [MyDevelopment](#) (the College staff online learning platform) within one month of commencing employment. These modules can include:

- Corporate Parenting.
- Cyber Security.
- Display Screen Equipment\*.
- Equality, Diversity & Inclusion.
- GDPR.
- Health & Safety.
- Procurement\*\*.
- Risk Assessment.
- Safeguarding.
- Sexual Harassment.

\* For staff whose roles regularly use computers.

\*\* For staff that requisition or authorise expenditures.

Staff can find a full list of all mandatory modules on MyDevelopment [here](#).

### 4.3 Training Opportunities

Organisational Development offers a monthly calendar of diverse training opportunities for all staff. This can be found on [MyDevelopment](#). A monthly calendar is also emailed to all managers to disseminate to their teams.

The training opportunities will vary and can include: our [Core Skills for Managers](#) programme (inc. Disciplinary and Grievance, Absence Management, Complaints, Wellbeing); short courses; sessions to disseminate information or upskill staff; workshops; training delivered by external training providers and partners; leisure activities; wellbeing activities and more.

Training opportunities may require authorisation by your line manager should they incur a cost or occur during your working hours and require remission. Please consult with your line manager and Organisational Development as required.

### 4.4 Continuing Professional Development

All staff are able to submit requests for [Continuing Professional Development](#) (CPD) via MyDevelopment. CPD can include: courses, seminars, workshops, conferences, webinars and more. In order to avoid disappointment, requests must be signed off by all required managers and submitted to OD:

- **Three weeks** in advance of an event that does **not** require travel and/or accommodation.
- **Four weeks** in advance of an event that **does** require travel and/or accommodation to be made.

If requests do not meet the guidelines above, and insufficient time is given, then the request will be declined. This will allow Organisational Development time to organise registration and make arrangements for travel and/or accommodation as required. Should Organisational Development receive multiple applications for the same event, they may ask the line manager to prioritise attendees and/or limit the number of applications by negotiating this with their members of staff. CPD requests will not be organised until the line manager has approved it.

Staff cannot register directly for any CPD with an associated cost as this must be administered by Organisational Development. Staff must not pay for any CPD

related costs themselves if they expect to be reimbursed. Organisational Development will only cover costs for subsistence at overnight/international events as per the Business Travel Procedure on [MyConnect](#). Any late changes to bookings that incur a cost will be paid for by the Faculty/Directorate. Staff are also able to submit CPD retrospectively to ensure this is recorded on their personal training record. Staff can find full information [here](#).

#### 4.5 Enhanced Qualifications

Organisational Development can support staff to achieve further qualifications through the [Enhanced Qualifications](#) programme. In order to be eligible, staff must have completed their probation period and completed a PDR with their line manager (See Section 4.6).

Staff should carefully read the Enhanced Qualifications guide prior to submitting an application with a supporting business case which must be supported and authorised by their line manager and Dean/Director.

If approved, staff will be required to sign a Learning Agreement and Salary Deduction form prior to starting the qualification. They will also be required to submit a final evaluation report and copy of their qualification on completion of the course.

If your course is paid for and you leave the employment of the College, then you will be liable for repayment of fees as per the Learning Agreement.

Leave employment of the College within	Amount to be repaid
1 year	100%
2 years	60%
3 years	30%

#### 4.6 Personal Development & Review (PDR)

The College has a My Personal Development & Review (MyPDR) programme for all staff who have completed their probationary period. This process provides an opportunity for all staff to establish personal goals for professional development during the academic year with the support of their line manager. Your PDR can be used in aid of your regular GTCS [Professional Update](#) (See Section 4.7). All staff

can find full information on MyPDR on [MyConnect](#).

#### **4.7 General Teaching Council for Scotland (GTCS)**

In March 2018 Colleges Scotland Employers (CES) and the EIS – Further Education Lecturers' Association (EIS-FELA) agreed that mandatory registration was part of the outcome of national bargaining ([NJNC Circular 03/18](#)). Registration with [GTCS](#) now forms part of the agreed national terms and conditions of employment for all college lecturers. A timeline of registration deadlines based upon the date your teaching qualification was achieved and when you commenced lecturing can be found [here](#). Professional Updates must be completed every five years including verification of CPD. Lecturers can find full information on registration and Professional Updates on [MyConnect](#).

#### **4.8 Wellbeing**

The College offers a number of resources to support staff with their wellbeing. [MyConnect](#) contains information about staff benefits, wellbeing activities and resources, PAM Assist, absence, campaigns and events, and wellbeing surveys.

The College has conducted the Robertson Cooper *Good Day at Work* wellbeing survey which provides staff members with an individual snapshot and support for their wellbeing. From this report, teams create action plans for improvement which are supported by the College Wellbeing Officer.

### **5. Responsibilities**

#### **5.1 All Employees**

All staff will be encouraged to engage in relevant personal and career development activities and to ensure this CPD is recorded using MyDevelopment.

All staff are encouraged to engage in the [MyPDR](#) process and participate in job-related training and development, and ensure they are current with essential training.

## 5.2 Managers

Managers have a responsibility for their own development as leaders and managers in the organisation, and to engage with the Core Skills for Managers programme and other development opportunities provided. The Organisational Development Team commits to providing both tailored and generic programmes of training under Core Skills for Managers. Organisational Development is responsible for providing the general programme in consultation with senior leaders, aligning training topics and content to strategic objectives.

Line managers have a responsibility to ensure the implementation and completion of the MyPDR process as appropriate to enable their staff to access development opportunities.

Managers should support the release of staff to enable participation in relevant training and/or completion of essential training as appropriate.

Any externally requested training should be within budget and must be authorised by managers and Organisational Development as required.

## 5.3 Organisational Development Team

The Organisational Development Team, working in collaboration with managers, will ensure that College, team and individual development objectives are prioritised and met if resources and budget are available.

The Organisational Development Team will to the best of their ability meet specific training requests and tailor training to be accessible to individual needs and disabilities.

Organisational Development will ensure that full records are maintained of all staff training and development activity which is funded via the Organisational Development budget.

Reportage of essential and other training and development undertaken by staff will be provided to appropriate managers as required.

## 6. References

Document	Title
Strategy	People & Culture Strategy
Plan	Strategic Plan
Guide	Managers Guide to Integration
Guide	Staff Integration guide
Guide	Enhanced Qualifications guide
Template	Enhanced Qualifications business case template
Application	Enhanced Qualifications application
Procedure	Business Travel procedure

## 7. Document Control and Review

<b>Approval Status</b>	Approved
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<b>Board Committee</b>	Staff, Students, and Equalities Committee
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**8. Revision Log**

<b>Version and Date</b>	<b>Section</b>	<b>Description</b>
Version 1 12 Aug 2014	All	First version of City of Glasgow College Organisational Development Policy.
Version 2 June 2025	All	Updated job titles and links.