

Oxford Professional Development Policy

1. Rationale

Oxford English Language Centre (Oxford) is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness and professionalism of its workforce are inextricably linked to the achievement of Oxford's mission and strategic directions.

The purpose of the Professional Development Policy is to encourage and support staff in their professional and career development as an integral part of their employment with the Oxford English Language Centre.

Oxford acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward and recognition, and is critical to the achievement of the mission and continuous improvement in the quality of Oxford's programs and services.

2. Scope

This policy applies to all employees, both academic and general, and sets out the principles that underpin the provision of professional development at Oxford, and the provision of various professional development activities that are available for employees.

3. Policy

- 3.1 All staff engaged by Oxford must meet the professional and career development requirements for their role and maintain their capabilities.
- 3.2 All staff are expected to pursue professional and career development as part of their employment with the Oxford English Language Centre.

4. Definitions

Professional Development includes the provision of development opportunities and activities to extend and broaden the scope of professional capabilities of staff in relation to their role and responsibilities. Professional development processes build on the collective knowledge and experience of employees, and provide staff with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organisational learning and capabilities.

Capabilities refer to the combination of attributes, qualities, skills, knowledge, and understanding of ethical principles that underpin the professional practices of employees and that enable a person to perform to a high standard in a given context and role.

Career Development refers to the process of enabling employees to plan their careers and engage in career development activities that will improve their career prospects and job progression or promotion.

Career Management refers to the process of actively planning, managing, developing and evaluating one's career.

5. Procedure

Internal PD

- 5.1 Oxford will identify internal organisational and professional development goals and priorities, and develop and implement a range of PD programs to enhance and build the capacity, skills and professionalism of employees to enable them to contribute effectively and creatively to the College's mission and strategic directions.

Steps for applying PD outside Oxford (paid):

- 5.2 Employees are also encouraged to take an active role in their own on-going professional outside Oxford (via PD application form if to be paid by Oxford) and career development and to apply their learning to its most effective use.
- 5.3 To apply for PD outside Oxford (paid):
- Application to HOD for approval by HOD
 - Forward to Academic Director for final decision
 - PD application successful/ unsuccessful.

6. Feedback

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.