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| PO-SDP | 14/09/2017 | Leanne Edwards | N/A | 09/2018 |
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YOUTHFORCE STAFF DEVELOPMENT POLICY

Introduction

1. The aim of Youthforce is to produce reflective, professional informal and community education. Youthforce understands informal education as a process of fostering learning in life as it is lived. This is expressed through conversation, dialogue, and the exploration and enlargement of experience. Its purpose is to cultivate communities, associations and relationships that enhance our well being.
2. Youthforce recognises that professional practice involves something more than the acquisition and exercise of technical knowledge and skills. It is dependent on practitioners cultivating a particular kind of artistry and frame of reference.
3. Without a developed appreciative system and the ability to think professionally, practitioners will not be able to offer a service to their learners which is just, appropriate and enhancing of human well-being.
4. Youthforce understands the term professional to mean that practitioners take responsibility for the work done, and have care for the standards of their work and for the work of colleagues.

Tutor Qualifications and Experience

5. Tutors will be required to have a minimum of 3 years experience of working with young people or within the youth sector. In addition they must hold a recognised qualification or have substantial experience (over 5 years) operating at a level which demonstrates they have a sophisticated grasp of the concepts relating to the theories of working with young people.
6. It is desirable that tutors will hold:
 - a) An assessors qualification – Certificate in assessing vocational achievement , A1 or equivalent
 - b) A tutor related qualification – PTLLS, City & Guilds 7407 stage 1 equivalent or higher
7. Those who do not hold the equivalent of the above will be strongly encouraged to work towards them within the first year of delivering courses for Youthforce. Youthforce will support tutors to find appropriate courses and subsidise costs.

Development and Support of Staff

8. Youthforce views its staff team as its most important resource. For this reason we have clear methods of support that enable good communication and subsequent accountability throughout the entire organisation.

9. Staff will be required to undertake courses and workshops specifically related to their role including:
 - a) Tutor assessor training
 - b) Internal moderation
 - c) Standardisation
 - d) Record keeping
 - e) Enrolling and registering learners
 - f) Using e-portfolio system
10. Tutors will be expected to keep themselves informed of changes and developments in the field and to keep their knowledge of good practice updated.
11. Youthforce will require tutors to attend at least 2 quarterly CPD meetings per year to review materials, delivery methods and to share good practice and experience of delivering courses.
12. New tutors will be given an induction to the organisation and briefing of how to deliver and assess courses. This will also include the opportunity to shadow experienced tutors in their delivery of courses.