

Introduction

We are ambitious for Fife and believe that a learning culture which is committed to developing our workforce, ensuring they have the skills, knowledge and opportunities for growth and improvement now and for the future is key to how we support the delivery of our agreed priorities and continued organisational transformation and growth.

A learning culture supports learning and development as a way of working. It is an environment where learning and improvement are at the heart of how people do their jobs and interact with each other. A learning culture is fostered by policies and leadership that provide and encourage development opportunities and the continuous improvement of skills and knowledge. It is a culture where we value employees actively seeking opportunities to develop themselves and others.

This policy is underpinned by, How We Work Matters and Our People Matter Workforce Strategy which outline the role we all have in developing as a workforce, to ensure we have the skills, knowledge, and behaviours to support new ways of working and personal and organisational growth.

Our Learning Environment

We recognise that working and learning are linked together, that learning, and development happen every day in the flow of work, based around practical skills and knowledge.

We are committed to a learning culture where:

- We develop our workforce to ensure they have the skills and behaviours to be the best versions of themselves in the workplace.
- Our workforce is pro-actively supported and encouraged to learn, develop, grow and to look for opportunities to keep learning.
- Our workforce has access to the tools, systems and knowledge that enables them to plan and take ownership of their personal development.

- Learning is inclusive and strives to ensure everyone has equality of opportunity when accessing and participating in employee development activities.
- Our managers value the impact of learning and support their staff by role modelling positive behaviours, encouraging the continuous improvement of skills and knowledge and engaging in regular conversations about employee development.
- All learning and development is recognised and valued e.g.
 - Learning 'in the flow of work'
 - Self-directed learning and reflection
 - Digital, blended and face to face learning opportunities
 - On the job training
 - Qualifications
 - Secondments
 - Job shadowing
 - Volunteering opportunities
 - Coaching and mentoring conversations
 - Attending/chairing meetings and working groups
 - Personal Development Planning, Professional Review and Development (education and schools) and a Talking Points approach.

All new employees [and those changing job role] are expected to complete an induction programme. The induction programme is underpinned by How We Work Matters which sets out what we all need to know, be and do to develop as a workforce to ensure we have the skills and behaviours which support new ways of working.

A programme of council wide Mandatory Learning is in place. This ensures all employees have knowledge and awareness of areas of high organisational risk or where there are legislative requirements such as data protection, cyber security or health and safety. Also included are topics on organisational priorities. Directorates and/or Services may require the completion of additional mandatory learning that is role/team/Service/Directorate specific.

We will comply with all statutory requirements to meet externally set learning and development targets for identified categories of employees including Continuous Professional Development (CPD) and professional registration and accreditation.

Learning and Development Responsibilities

All employees

- Are responsible for fully participating in their induction programme to ensure they understand their role, and the contribution they make to Fife Council's goals and priorities.
- Are encouraged to take personal responsibility for their learning; to make their manager aware of any individual learning needs; to understand the skills and knowledge required to do their job well, and to keep their skills up to date so that they can be the best version of themselves at work.
- Must complete and keep up to date all mandatory learning within agreed timescales. This includes council wide learning and role/service/directorate specific learning).
- Are jointly responsible with their line manager for identifying their development goals by discussing learning regularly at talking points meetings, 1-2-1s and or team meetings.
- Have an opportunity to have an annual Personal Development Planning meeting with their manager, providing an opportunity to discuss and agree their learning and development needs/goals and complete their Personal Development Plan. Responsibility for organising this meeting lies jointly with the line -manager and member of staff. (Employees within Education participate in the Professional Review and Development process).

All Managers

- Adopt a coaching approach in their everyday work to; inspire, identify and share learning and best practice and to support the growth and development of employees.
- Value the impact of learning and support their staff by role modelling positive learning behaviours and creating a learning culture within their teams.
- Ensure all employees undertake an induction programme for the role and complete all mandatory learning within an agreed timescale.
- Engage in regular conversations at talking points, 1-1s or team meetings about employee development and act upon the agreed development needs of all staff.
- Work with individuals to access learning in a way that meets their learning needs and support learning being put into practice.
- Encourage staff to participate in an annual Personal Development Planning meeting providing an opportunity to discuss and agree learning and development needs/goals and jointly agree a Personal Development Plan.
- Evaluate the effectiveness of learning and development activities.
- Adhere to the guidance outlined in OD11 Learning and Development Guidelines for employee funded and formal learning.

Monitoring the Policy

Fife Council processes personal data which is collected in accordance with the Data Protection Policy. Data collected related to learning and development is held securely and accessed by, and disclosed to, individuals only for the purposes of managing learning and development. For more information about how we process your personal data visit www.fife.gov.uk/privacy/hr

Scope

This Policy applies to all employees of Fife Council.

Associated policies and Guidance:

- Learning and Development Guidelines
- OD50 Undertaking to Repay Financial Assistance Form
- Council Wide Mandatory Learning (sharepoint.com)
- Personal development planning (sharepoint.com)
- Talking Points (sharepoint.com)
- TE02 Secondment Policy
- IN01 Induction Policy
- OD21 Managing Council Wide Mandatory Learning

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