Developing Policies and Plans for Workforce Development for English (language and literacy) and Maths (numeracy)

Some ideas and prompts to help you progress

Stage 1: Preparation

1. **Workforce Development Policies and Strategies which cross organisational boundaries between teaching, training and learning, Human Resources, Staff Development/Training and Quality Assurance.**

An effective working group to cover all aspects of workforce development will most likely include: a senior manager with responsibility for Teaching/Training and Learning; an HR manager, Staff Development Manager and Quality Assurance Manager.

2. **What policies, strategies and processes are already in place in your organisation?**

Examples that may already exist:

- Recruitment

- Management Information System (MIS)

- Induction

- Appraisal or Performance Review

- Quality Assuance

- Staff Development/CPD

- Staff Training Programme.

Stage 2: Research National Requirements and Established Good Practice.

1. **Where is it possible to find out the current national requirements?**

- The documents in the ´National Policy and Context' section of Excellence Gateway can help you with links to the main policies.

Stage 3: Analyse and compare policies operating in your organisation with National Requirements and recommended Good Practice.

1. What is already in place, what do you need to write?

Stage 5: Amend Policies and Processes already in place to include Functional Skills and to meet National Requirements and Good Practice.

Have these amended policies and processes included literacy and numeracy awareness and or supporting qualifications for all those working with learners in a face to face capacity?

Are the personal skills levels of staff in English and Maths included in all appropriate documents and processes?

Stage 6: Use amended policies and processes as base documents, which will become appendices for the Workforce Development Policy, Strategy and future Organisation Training Plan.

If these documents include all the relevant information then there will be no need to re-write this in the policy or strategy but simply make reference to them as an appendix.

Stage 7: Write Workforce Development Strategy and Policy.

1. **Should the strategy and policy be one document or separate documents?**

2. **What are the differences?**

A **policy** is a statement of **what** an organisation requires or intends to do. A **strategy** is a statement of **how** the policy will be implemented **when** and by **whom**.

Suggested headings for policy:
- Drivers for policy: national and organisational.
- Understanding the nature of the workforce
- Attracting and recruiting the best people
- Retaining and developing the professionalised workforce
- Equality and diversity

Examples of Policies and Strategy documents:
- Capital Training: Policy, Strategy, Qualifications and Training Matrix. Separate document
- Paragon: Strategy document which combines MIS record of training with MIS data collection of workforce training
- BCHA: Policy and Implementation Strategy. 1 document, 2 sections
- Wessex Training Workforce Development Strategy