

Glasgow Kelvin College**Finance and Resources Committee – 28 November 2023****People and Culture Services Update****Report by Director of People and Culture****1. Introduction**

The main purpose of this paper is to provide members with an update on People and Culture Services matters in relation to the following areas:

- 2.0 Human Resource Management
- 3.0 Attendance Management Statistics
- 4.0 Organisational Development

2. Human Resource Management**2.1 Employment Relations**

The purpose of this section is to provide members with an update on employment relations in terms of both National Collective Bargaining and local matters between the College and its recognised trade unions, EIS-FELA and Unison.

2.1.1 National**EIS-FELA**

Members will be aware that the EIS-FELA opened a statutory ballot (closed on 28 September 2023) which did not achieve a mandate for further industrial action and action short of strike action (ASOS). With the expiry of the mandate, Lecturing staff were notified that they should now enter student results into the College systems. All student results have now been provided to the College for Academic Year (AY) 2022/23.

EIS-FELA notified the College on 14 November 2023 of its intention to hold a re-ballot. This opened on 22 November 2023 and will close on 16 January 2024. The dispute relates to a failure to agree on a cost of living pay uplift for 2022-23 for college lecturers and a failure on the Employers part to make an acceptable pay offer.

EIS-FELA are looking to obtain a new industrial action mandate to take action from or around 5 February 2024 onwards in a continuous manner until 16 July 2024. Industrial action would include action short of strike action.

Unison

Members will recall that Unison had secured a mandate for industrial action in April 2023, this expired mid-October 2023. Unison notified the College on 20 October 2023 that it would hold an official ballot for industrial action between 30 October and 4 December 2023. The ballot is in relation to a dispute over pay, terms and conditions and the pay harmonisation element of the 2022-23 claim and on the potential need for compulsory redundancies in the sector for workers covered by the National Joint Negotiating Committee. The official ballot paper indicates that the period of industrial action is expected to take place between 18 December 2023 until 3 June 2024.

Colleges Employer Scotland (CES) drafted a letter to be issued to all staff by college Principal's which contained an update on National Bargaining, providing a factual statement on the pay award to ensure that staff were aware of the pay offer and situation relating to job evaluation for support staff. The College adjusted the style of letter slightly to reflect its own management approach and the communication was shared with Trade Union colleagues before it was issued to all staff - see **Appendix 1**.

Of the three Trade Unions in the college sector, Unison, Unite and GMB, the GMB has accepted the two-year pay award. Unite narrowly missed an acceptance vote. Unison has yet to ballot their members on the offer.

Job Evaluation and Pay and Grading

A meeting between CES, sector management representatives and members of the support staff Trade Unions took place on 02 November 2023 to discuss how the Job Evaluation project could be progressed. After some discussion it was agreed that a subgroup would meet to discuss the finer detail of the possible options with the larger group meeting again at the end of November 2023. Discussions within the subgroup are ongoing.

2.1.2 Local

Members will be aware that the College and both its recognised Trade unions meet in accordance with an agreed schedule through its Joint Negotiating/Consultation Committees (JNCC). Meetings have been taking place in accordance with the agreed scheduled.

The College and its recognised Trade Unions continue to work together and maintain positive working relationships.

2.1.3 Consultation – Changes to Team Structures

Three consultation exercises are underway with Unison, these include:

Changes to the Finance and Funding Team

A proposal to change the way the Finance Team currently operates is underway. A key driver for the proposed change is to support the Student Funding Team and allow greater flexibility and resilience within the finance and funding functions.

In addition to creating capacity within the team to manage the workload it will also enhance the skills of the staff within the wider team, widen the variety of duties for the role and give additional responsibility. A proposal to create a Finance and Funding Assistant, Grade 3 role which combines the duties and responsibilities of the Finance Assistant, Grade 2 and Funding Assistant, Grade 3 roles was shared relevant staff and Unison. This combined role will improve efficiency and provide better services for learners by allowing staff to work across the whole Finance Team.

The Finance and Funding Assistant role has been put into operation with effect from 01 November 2023 as an interim arrangement while consultation is ongoing.

Changes to ICT and Digital Service

Staff turnover within the Digital Team has presented an opportunity to consider potential changes within this Team aimed at supporting the Director of Digital and Student Information Services and their change in remit.

The Director of Digital and Student Information is currently in consultation with staff and Unison to consider how the service can best move forward in terms of structure and recruitment. Consultation is ongoing.

Security

Members will be aware that the College currently has manned guarding that covers overnight and weekends at three of its buildings, Springburn, Easterhouse and East End. The cost of the service is significant and an area where savings could be made. The initial focus is on the College's Easterhouse and East End Campuses.

Proposals have been shared with Unison and the Teams who would be involved in the proposed changes, Administration and Secretariat and the Estates Team. Several meetings have been held with these Teams and Unison. The proposed changes will not impact on the terms and conditions of the staff concerned.

There are also plans to close Easterhouse and East End Campus to staff, except Estates and Contractors at Easter, Summer and the October week – all campuses are closed over the Festive Period. However, access to other departments will also be available for planned and agreed activities.

This will generate further savings in terms of utilities as the heating can be turned down and removes the need for staff cover which is putting increasing pressure on teams during holiday periods. Consultation is ongoing.

2.1.4 Implementation of Trade Union Nominees to College Boards/Glasgow Colleges Regional Board/Lanarkshire Board – revised timeline of activity

Members will recall that there has been ongoing consultation to make changes to the Further and Higher Education (Scotland) Act 1992 and the Further and Higher Education (Scotland) Act 2005 to add trade union nominees to the boards of management of college institutions.

The attached revised timeline of activity, at **Appendix 2**, details the steps to implement Trade Union Nominees to College Boards/Glasgow Colleges Regional Board/Lanarkshire Board. It is anticipated that recognised Trade Unions will commence the election process early January 2024 with new board members to be formally elected to boards by January/February 2024.

2.2 People and Culture Services

Members will recall that the College recently went through its recruitment process for an Equality and Inclusion Lead. The new post holder will commence their employment with the College on 4 December 2023.

Since October 2023 the College has received three resignations from members of the People and Culture Team: the Human Resources (HR) Manager, the Organisational Development (OD) Lead and an HR Business Partner. The departure of the HR Manager and OD Lead within People and Culture have presented an opportunity to consider the current structure and the needs of the College for the future.

Traditionally HR had a strategic focus on policy, remuneration, regulation, management and performance, whilst OD had a strategic focus on systems and practices, talent management, structure, change and culture. HR has changed considerably over the years and the function has a strategic role in nurturing the skills and capabilities of the workforce which has led to an overlap of HR and OD, with activities such as performance management, talent management, engagement, team building and coaching, now strongly associated with HR as well as OD. As HR and OD are intrinsic to one another it was recommended that the remit of the HR Manager be extended to include OD.

The revised structure creates a Head of HR and OD. This role will assist the Director of People and Culture to meet the changing needs of the College and focus on longer-term objectives to develop the workforce through professional development supporting cultural change, improved leadership, and succession planning across the College and in this key area. This position has been advertised externally.

The OD Lead has been replaced by an OD Business Partner. The responsibilities of the post will be on a par with the responsibilities of an HR Business Partner and graded equivalently. The role will support the Head of HR and OD to develop, deliver and evaluate an agreed annual development strategy which reflects the People and Culture Operational Plan and its strategic aims to assist deliver the College Strategy and Operating Plan.

The College identified an internal employee with the skills to carry out the OD Business Partner role. Discussions have taken place with the manager and the individual concerned. The role undertaken previously by the member of staff has been significantly impacted on due to funding being unavailable to the FE Sector. They are currently undertaking project work, however this role would provide security for them longer term. The member of staff has transferrable skills and has welcomed the secondment as an opportunity for them to enhance their current skills and experience. Training is now underway to introduce them to the OD Business Partner role. If the staff member is content to remain in the OD Business Partner role, then the secondment will become a permanent transfer.

Both the Head of HR and OD and the OD Business Partner role were evaluated using the College's job evaluation system FEDRA.

Given the current HR pressures, the proposal is that the HR Business Partner vacancy will be filled like for like.

2.3 Voluntary Severance

At the Board of Management meeting on 11 October 2023 members approved the College Voluntary Severance (VS) Scheme. The Scheme will be presented to the Glasgow Colleges Regional Board on 09 December 2023 for approval and thereafter to the Scottish Funding Council for final approval.

To provide the College with an indication as to the number of staff who may be interested in applying for voluntary severance and assist with forward planning, the draft VS Scheme was shared with staff along with an invitation to express an interest in applying for VS. The opportunity to express interest opened on 23 October and closed on 10 November 2023. The College received a total of 42 notes of interest, 25 teaching and 17 support.

It is anticipated the VS Scheme will formally open January or February 2024.

2.4 Human Resources Management System

Members will recall at the previous Finance and Resources Committee the College advised that new HR software should be implemented to support the College's HR and Payroll System.

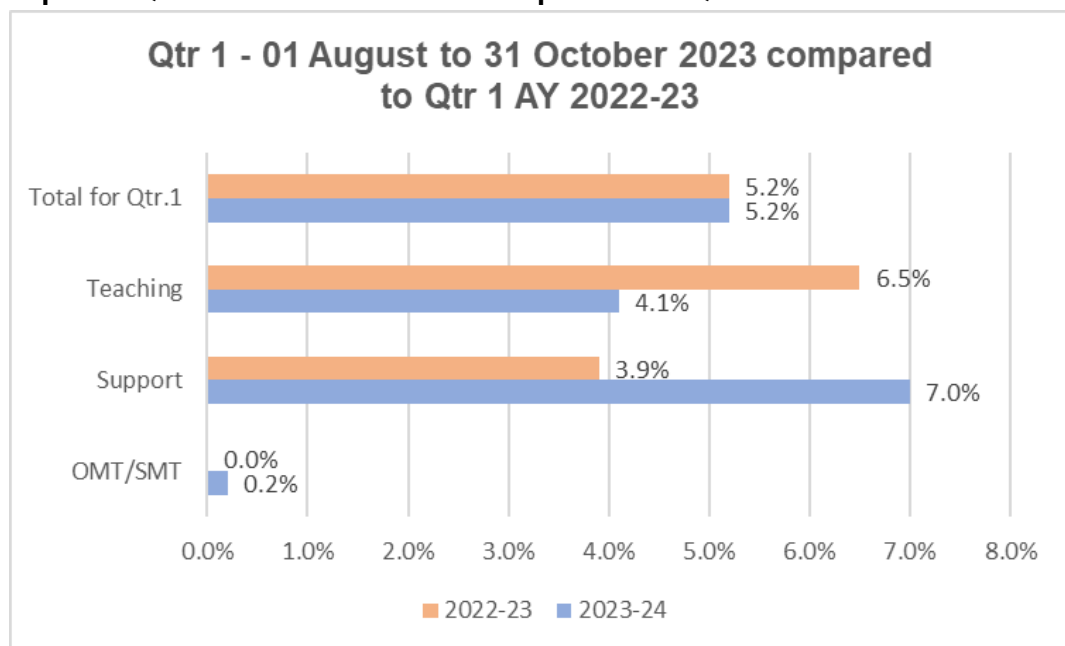
Development of the new software to support the HR element of the system is currently ongoing. It is anticipated that the upgraded HR software will be implemented and rolled out to staff by the end of the calendar year.

3. Attendance Management Statistics

The attendance and absence information for the College is split into four main staff groups represented in the College workforce. The allocation is Permanent Teaching Staff and Temporary Teaching Staff, Support Staff and SMT/OMT.

Graph 1 below shows the absence statistics for three of the four staff groups for Quarter 1 (1 August 2023 to 31 October 2024) for AY 2023-24 in comparison to AY 2022-23 for the same period. Members should note that the data for temporary teaching and support staff is yet to be finalised due to the information being processed a month in arrears. This data will be incorporated, and members updated accordingly.

Graph 1 – Quarter 1 AY 2023-24 in Comparison to Quarter 1 AY 2022-23



The absence percentage rate for Quarter 1 (excluding temporary staff) was 5.2%, which was the percentage for the same period in the previous AY. The figure will be revised once the temporary teaching figure has been incorporated.

The absence percentage for teaching staff for this AY for Quarter 1 decreased by 2.4% in comparison to the same period in the previous year. Support staff absence, however, is high at 7%, and is 3.1% higher than the same period last year. This is mainly attributable to long-term absence.

In Quarter 1 the percentage absence for staff (excluding temporary teaching) was 4.0% for long-term absence and 1.2% for short-term.

4. Organisational Development

The College continues to build and adapt its approach to Organisational Development, working in partnership with staff, managers, and representatives of its recognised Trade Unions. This section provides an update on four key areas:

- Professional Development Review Process
- Welcome Back Event
- Strengthening and Supporting Teaching Development Activity
- Staff Development Day

4.1 Professional Development Review Process

The Professional Development Review (PDR) process was launched in June for Support Staff and in September for Teaching Staff. The target date for staff completing the process is 30 November 2023.

The PDR process plays a key role in the College's planning processes relating to training and development and workforce planning.

4.2 Welcome Back Event/ Welcome to Academic Year 2023-24

As part of its continuous professional development (CPD) activity the College delivered a welcome back event on 07 August 2023, the schedule is attached as **Appendix 3a**. The event aimed to communicate key messages to staff, provide updates on new initiatives and provide refresher training on specific policies, procedures and practices. The event also provided staff with an opportunity to interact with each other in-person.

A total of 56% of the staff participated in the event on the day, of those staff who participated, 43% attended in-person and 57% took part online. The sessions were all recorded and a further 20% of staff have visited the recorded sessions.

The event proved to be successful with staff providing positive feedback, a report detailing feedback is attached as **Appendix 3b**.

The College now plans to run a welcome back event at the start of each AY.

4.3 Strengthening and Supporting Teaching Development Activity

The College is committed to providing ongoing professional learning and development opportunities for all staff to develop their skills and knowledge, with the aim of enhancing the services that it provides, job satisfaction and commitment of staff and improving productivity.

The quality of teaching is central to supporting the delivery of engaging and positive learning experiences and high levels of student success. Currently the College supports teaching development through cross-college organisational development activity, supplemented by individual or team development facilitated by PDR arrangements.

Three new initiatives have been introduced aimed at strengthening support for teaching practice through stronger leadership for teaching development activity, and through providing more structured and consistent opportunities for staff to share teaching practice and provide peer support. These include:

- A Professional Development Forum – All staff
- Teaching Development Leads - Teaching
- Teaching Activity Groups (TAG) - Teaching

Further information on each of the above initiatives is detailed in **Appendix 4**.

4.4 Staff Development Day

At the time of writing this report the College had planned an all staff CPD event to be delivered on the 22 November 2023. A copy of the activity schedule is attached as **Appendix 5**. The activities planned were based on the feedback received from the:

- PDR process (completed to date) – individual level.
- Requests from Teams – departmental level.
- Areas identified to meet the strategic needs of the College - organisational level.

5. Resource Implications

There is a resource implication identified as a result of this report associated with the cost of funding any future Nationally negotiated pay awards, in excess of Public Sector Pay Policy, and with National Job Evaluation.

6. Impact on Students

The introduction of the three new initiatives under section 3.3 aims to support the delivery of engaging and positive learning experiences and high levels of student success.

7. Risk and Assurance

The cost of the pay awards will result in further cost pressures and may require further savings to be made.

8. Equality

There are no equality implications arising as a consequence of this report. The appointment of the Equality and Inclusion Lead will support the Board's equality outcomes and support the implementation of the National Equality Outcomes.

9. Data Protection

No data protection issues have been identified as a result of this report.

10. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

11. Recommendations

Members of the Finance and Resources Committee are recommended to note the content of this report and its appendices.

12. Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of People and Culture Services (dshiels@glasgowkelvin.ac.uk).

Dear Colleague,

Update on National Bargaining

On the 12 October 2023 I received, as Principal of Glasgow Kelvin College (GKC), a letter from the Chair and Director of Colleges Employers Scotland (CES) providing an *“Update on National Bargaining”*. I believe that this will be of interest to you, and I have therefore compiled a summary of the content of that letter for your information.

The letter presents an update on the progress of National Bargaining matters, including pay negotiations and job evaluation.

“Colleges across Scotland are in an incredibly challenging financial position, having dealt with funding cuts of nearly £52 million in the 2022/23 academic year and the removal of a promised £26m fund from the Scottish Government in the 2023/24 academic year. A recent report from Audit Scotland set out clearly the reduction in government funding and that rising staffing costs are the biggest source of financial pressure for colleges.

Despite these challenges, employers have been actively engaging with both staff groups’ trade union representatives, in good faith, since September 2022 to find a fair, yet affordable, pay settlement for college staff that supports them through the current cost-of-living crisis and seeks to protect the sustainability of the college sector going forward.”

Lecturing Staff

- A full and final pay offer was made to EIS-FELA on Thursday 1 June 2023 of a **consolidated £2,000 pay rise in AY2022/23 and a further consolidated £1,500 in Academic Year (AY) 2023/24**. This was rejected by the EIS-FELA. *“This pay offer would have provided an average pay rise of 8% for lecturers [over two years]. For lecturers at the start of the National Pay Scale, the increase would be nearly 10% to a starting salary of almost £39,000 a year.”*
- *“Following a joint meeting with the EIS-FELA and the Further Education Minister, Graeme Dey MSP, both CES and the EIS-FELA were encouraged to explore a three-year pay deal, to resolve industrial action and bring stability to the sector.”* A further pay offer has now been made. **In addition to the full and final pay offer detailed above, a 3.5% pay rise in the AY 2024/25 was offered, subject to discussions with the Scottish Government on funding.** *“Employers also provided a form of words which sought to address concerns from the EIS-FELA on compulsory redundancies. As colleges reshape their curriculum offer to meet the needs of students, communities, and employers in line with skills needs and changing demographics, we are not in a position at a national level to give a guarantee of no compulsory redundancies.”*
- *“However, the Minister has already emphasised in writing to all concerned that any such redundancies should be a last resort. **CES agrees and has issued assurances that colleges will make every effort to manage organisational change through voluntary measures.**”*
- **On Friday 6 October 2023, the EIS-FELA provided its revised pay claim for a consolidated, flat-rated pay rise of £8,000 over three years, on all lecturing scale points, for the AY 2022/23, AY 2023/24 and AY 2024/25.**

- Employers are ready to consider either the two year full and final offer, which *“would allow lecturing staff to be paid the cumulative £3,500 Pay Award they are due for AY 2022/23 and AY 2023/24 as soon as possible...”* or a revised three year offer which consists of the original two year full and final offer followed by a third AY offer still to be negotiated.

Support Staff

- *“Similar to the lecturing staff, employers made a full and final pay offer to the support staff trade unions (UNISON, GMB and Unite) for the 2022/23 academic year and the 2023/24 academic year on Wednesday 31 May 2023” of a consolidated £2,000 pay rise in AY2022/23 and a further consolidated £1,500 in Academic Year (AY) 2023/24. “The offer would provide an average pay increase of 11% over 2022/23 and 2023/24. For college support staff earning less than £25,000, the pay increase over the two academic years would be around 14%. While GMB members voted overwhelmingly to accept the two-year pay offer, Unite members narrowly rejected it, and Unison members have not been formally balloted on it.”*
- A further pay offer has now been made. **In addition to the full and final pay offer detailed above, a 3.5% pay rise in the AY 2024/25 was offered, subject to discussions with the Scottish Government on funding.**
- *“As with college lecturers, employers have also provided a form of words aimed at addressing concerns from the support staff trade unions on compulsory redundancies. They have been clear that every effort would be made to manage organisational change through voluntary measures, and that compulsory redundancies would only be used as a last resort”.*
- While the support staff trade unions have not yet provided an updated revised claim, as with the EIS-FELA, employers are ready to consider either the two year full and final offer, which *“would allow support staff to be paid the cumulative £3,500 Pay Award they are due for AY 2022/23 and AY 2023/24 as soon as possible...”* or a revised three year offer which consists of the original two year full and final offer followed by a third AY offer still to be negotiated.

Job Evaluation

- In CES’s joint update in March 2023, *“we reported that scoring of all posts was now complete and initial ranks orders were issued to colleges earlier this year to commence the Quality Assurance stage of the project. At this Quality Assurance stage, serious concerns were raised by employers on the accuracy of the rank orders, and they determined they could not progress without further significant work being undertaken.”*
- *“The employers remain committed to finding a positive resolution to the project, working in partnership with the trade unions. College staff have been incredibly patient for bearing with us through what is a significant but also complex resource-intensive project”.*
- Employers continue to seek every opportunity to meet with the trade unions. There is a risk to job evaluation funding if employers and trade unions cannot find a positive resolution to the joint project, however, CES continue to strive to keep that funding secure. CES continue to do everything within their power to resolve the current pay dispute and the ongoing issues with the job evaluation project as quickly as possible, to ensure that college staff receive the pay they deserve.

I hope you find this information useful.

Yours sincerely,

Derek Smeall
Principal



Implementation of Trade Union Nominees to College Boards/Glasgow Colleges Regional Board/Lanarkshire Board

Revised Timeline of Activity

Period	Stage
End October 2023	Scottish Government to lay Draft Order to the Scottish Parliament to allow for the amendments to be made to the 1992 Act and the 2005 Act (<i>requires 54 days</i>).
Early December 2023	Recognised trade unions to prepare for election process.
23 rd December 2023	Draft Order passed through the Scottish Parliament.
Early January 2024	Recognised trade unions to commence election process (3-4 weeks).
31 st January 2024* <i>* boards will be given a few weeks of flexibility to complete this stage.</i>	New board members to be formally elected to boards and associated announcements made.
February to March 2024	New board members to: • undertake internal board induction programmes • undertake CDN board member induction training programmes • start attending scheduled board meetings • be formally ratified by the board.
End March 2024	Sector to fully implement the governance reform to allow for TU Nominees on Boards.

Good Governance Steering Group
October 2023

Staff Welcome Back Event: August 2023

A Welcome Back Event will take place for staff in August 2023. This event aims to:

1. Communicate key messages with all-staff before the start of the new academic year, and to provide refresher training relating to specific policies, procedures and practices.
2. Give staff an opportunity to interact and socialise with each other in-person (the first time we have formally done so since the start of the pandemic)

Following the feedback we received, we propose the following schedule:

Time	Schedule	
Location	Lecture Theatre	WG1 & WG2 (if needed)
08.30-09.30	Breakfast (Provided)	
09.30-09.45	Principal's Welcome (Hybrid)	-
09.45-10.05	People and Culture	Safeguarding
10.05-10.25	Email Etiquette	Student Wellbeing
10.25-10.45	Digital/Cyber Security	Equality & Diversity
10.45-11.00	Break & Refreshments (Provided)	
11.00-11.20	Safeguarding	People and Culture
11.20-11.40	Student Wellbeing	Email Etiquette
11.40-12.00	Equality & Diversity	Digital/Cyber Security
12.00-13.00	Lunch (Not provided)	
13.00-14.00	Briefing for Teaching Staff	-

The topics that have been selected are appropriate for all staff, and relate to specific policies, procedures, and practices. We recommend that all other topics suggested (i.e., quality processes; sharing good practice; sustainability) are covered within Faculty meetings or feature at one of our upcoming Staff Development Days.

We will now:

- Book the Lecture Theatre at Springburn to host the event, which can hold up to approximately 100 staff.
- Provisionally book WG1&2 (additional capacity of 100) in case staff demand for attending in-person exceeds 100 staff.
- Confirm speakers for each topic, and agree titles/blurbs etc.
- Make arrangements for catering to be provided

Welcome Back Events: Thursday 07 August 2023

Morning: Staff Welcome Back/Welcome to Academic Year 23-24

This event aimed to communicate key messages with all-staff before the start of the new academic year, and to provide refresher training relating to specific policies, procedures, and practices. This also gave staff an opportunity to interact and socialise with each other in-person.

Key Facts

Overall no. of attendees	270 (56%) 450		
Attending in-person	117 (43%)	Attending online	153 (57%)
Feedback responses	33		
Overall rating of event from staff	4.54 out of 5		
Did the format of the event work well?	Yes: 97%		
Number of viewings of digital recordings	88		
AGLS	21	Cyber Security	14
Equity & Inclusion	13	Health & Safety	15
People & Culture	11	Safeguarding	14

Feedback

Overall, feedback from staff (both anecdotally and from the feedback form) was very positive. Staff enjoyed the event, with most finding that the sessions selected were appropriate and liked that college priorities, expectations, and policies were set out at the start of the year. Staff also enjoyed seeing and speaking to colleagues outside of their department, and having the time to attend training, which didn't clash with commitments of their role. A couple of comments have been included below:

"The session was very informative! Even after working at the college for three years there were processes and procedures that were highlighted that I wasn't aware of."

"Great to see the faces of those outside of my area. Lots of very relevant and helpful info was shared, which gives me confidence with where to go for help starting a new term."

Future Topics

Staff suggested that we consider the following as topics for future events:

- Marketing and branding
- Sustainability
- Motivational speaker to inspire staff at the beginning of the academic year

Suggestions

We should consider the following ideas for the next Welcome Back event:

- Ask staff who attend in-person to sign-in so we know who has attended
- Consider whether 20 mins is enough (especially for topics like safeguarding)
- Check with catering whether lunch is available; consider healthier food options
- Continue to promote staff get together, and opportunities to collaborate

Afternoon: Teaching Briefing Session

This event aimed to update and encourage discussion with teaching staff about the teaching-related priorities for the new academic year.

Key Facts

Overall no. of attendees	165 (65%)
Attending in-person 56 (34%)	Attending online 109 (66%)
Feedback responses	15
Overall rating of event from staff	4.57 out of 5
Did the format of the event work well?	Yes: 100%

Feedback

Feedback from staff was really positive, with a number commenting on how useful it was to hear these updates ahead of the academic year and general optimism with the direction of travel. All staff thought the format of the event worked well and would like similar style events to take place moving forward.

“The session was great and carried on well from the morning. It was good to see the focus areas/ priorities mapped out and will help us begin the new academic year successfully.”

Future Topics

Staff suggested that we consider the following as topics for future events:

- Approaches to Teaching and Learning
- New ways to support student experiences
- More on practical methods of enhancing retention and engagement

Suggestions

Staff suggested that we consider the following ideas for future events:

- More opportunities to promote the sharing of teaching practice across all departments – either in break out areas or group discussions
- More opportunities to collaborate with different areas
- Having wider Faculty/Team meetings on the same day to discuss specific statistics/targets and what the priorities/updates set out mean for them as a Faculty/Team

Strengthening and Supporting Teaching Development Activity

Staff Discussion Session

04/09/2023



Professional Development Forum

- ▶ This will provide a forum to engage with staff on professional staff development activity for all staff, with a strong focus on teaching development activity.
- ▶ The group will consider cross college arrangements for professional development, including teaching development.
- ▶ Membership will include representatives from both Support and Lecturing staff, union and student association representatives, the lead for organisational development and members of the Operational Management team.
- ▶ A sub-group focussing exclusively on teaching development activity will be considered in the early operation of the Professional Development Forum.



Teaching Development Leads

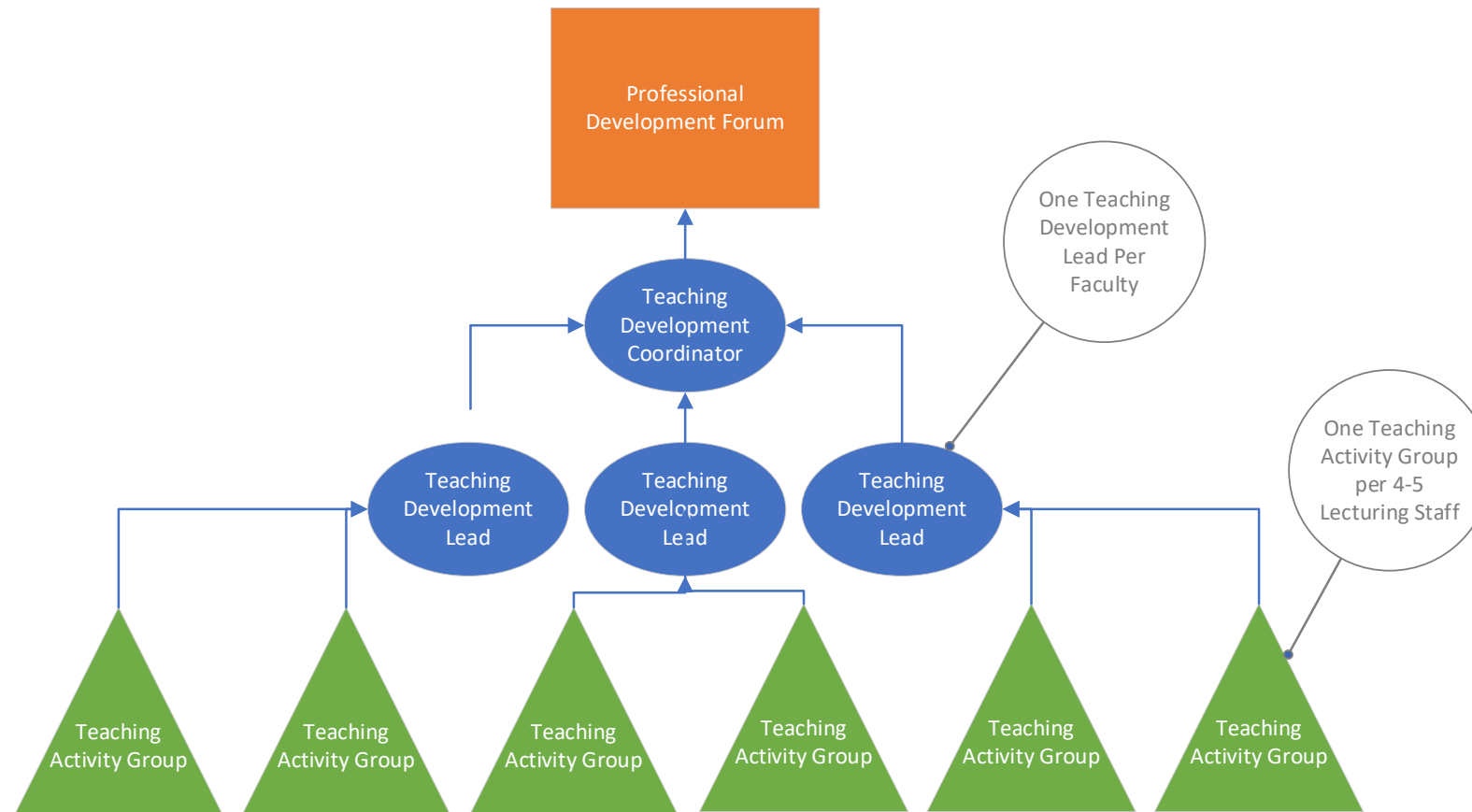
- ▶ These roles will be recruited from Lecturing staff and we will provide remission from teaching duties to enable leads to work with other lecturing staff in developing new teaching practice. The roles will also support the promotion of new and innovative approaches to teaching practice.
- ▶ The work of the Teaching Development Leads will support delivery of the strategic objectives of the College's Learning, Teaching and Assessment strategy, alongside supporting quality enhancement activity.
- ▶ At least one Teaching Development Lead per Faculty will be recruited, supported by a Teaching Development Coordinator recruited from across Faculty Management.
- ▶ The Teaching Development Leads could also have generic responsibilities such as mentoring and also contribute to the delivery of Teaching Professional Development Awards and supporting our TQFE candidates.
- ▶ The Teaching Development Coordinator will lead and support the work of the Development Leads and report on this activity to the Professional Development Forum.

Teaching Activity Groups

- ▶ Teaching Activity Groups (TAG teams) will consist of 4-5 cross-curricular staff who collaborate and support each other in collective sharing of practice and professional development activities.
- ▶ The TAG teams will be encouraged to collaborate on professional development activity across teaching blocks, with opportunities to share the outputs of this at end of Block CPD days.
- ▶ All Lecturing staff will be allocated to a TAG team and encouraged to jointly explore teaching practice and work collaboratively to innovate and develop.
- ▶ This structured approach to continuous professional development will support lecturing staff meet the requirements of GTCS membership and also contribute to the College' PDR process.



Summary of proposals:



Staff Development Day - Wednesday 22 November				
Time	Title	Organisation	Trainer	Joining Information
09.00-09.30	Digital: Cyber Security	Glasgow Kelvin	Sharjeel Afridi	Meeting invite will be shared via GKC Staff
09.00-10.00	Time Management Energiser	Easterly Winds	Anne East	https://forms.office.com/e/SGnf4UzYCc
09.00-10.00	Trauma Informed Approach	CDN	Paula Christie	https://forms.office.com/e/z5Hhx20JPB
09.30-10.00	Moodle: Course Creation & Management	Glasgow Kelvin	Tom McInnes	Meeting invite will be shared via GKC Staff
10.00-11.00	Helping you save energy at home	Home Energy Scotland	Scott Driver	https://forms.office.com/e/wDPaMpxCDW
10.00-11.00	Metaskills recognition in NextGen	SQA	Lee-Anne Murray	Meeting invite will be shared via Daniel Mitchell
10.00-11.00	Beyond the Bookshelves: Exploring the Libraries Online Resources	Glasgow Kelvin	Katie McAnenay	Meeting invite will be shared via GKC Staff
11.00-11.30	Digital: Intranet update	Glasgow Kelvin	Jason Quinn/Michelle Harding	Meeting invite will be shared via GKC Staff
11.00-12.00	Positive communication and building relationships	Laughology	Laura Drury	https://forms.office.com/e/gaV7cUJxdB
11.00-12.00	SPPA pension information session	EIS Financial Services	Allan Lees	https://forms.office.com/e/pmHBPcqrTi
11.30-12.00	Moodle: Moving to Moodle 4.1	Glasgow Kelvin	Tom McInnes	Meeting invite will be shared via GKC Staff
Lunch				
Time	Title	Organisation	Contact	Joining Information
13.00-14.30	Introduction to AI and prompt engineering	AI for Education	Amanda Bickerstaff	Meeting invite will be shared via Daniel Mitchell
14.30-15.00	Digital: Teams (Advanced)	Glasgow Kelvin	Jen Lavery	Meeting invite will be shared via GKC Staff
14.30-15.00	The Skills Network information session: Free Level 2&3 courses	The Skills Network	Kieran Massey	https://forms.office.com/e/5s0Ux3Gg7B
14.30-15.30	Wakelet: Your digital content curation powerhouse	Glasgow Kelvin	Karen Marquardsen	Meeting invite will be shared via GKC Staff
15.00-16.00	Sustainable Food: Eating, Cooking & Shopping	Glasgow Kelvin	Sarah Shea & Allison Miller	Meeting invite will be shared via GKC Staff
15.00-16.00	LGPS pension information session	Strathclyde Pension Fund Office	Robert Wright	https://forms.office.com/e/C7QtMmGiSM
15.30-16.00	Digital: AI for the terrified	Glasgow Kelvin	Jen Lavery	Meeting invite will be shared via GKC Staff
16.00-17.00	Building Resilience and Confidence Energiser	Easterly Winds	Anne East	https://forms.office.com/e/Gwv2Hy0NJC
16.00-17.00	LGPS drop-in (1:1s)	Strathclyde Pension Fund Office	Robert Wright	https://forms.office.com/e/C7QtMmGiSM
Additional training taking place from 20-24 November				
Time	Date & Title	Organisation	Contact	Joining Information
10.00-11.30	Tuesday 21 November - Corporate Parenting Training	WhoCares? Scotland	Jen Flynn	Meeting invite will be shared via Daniel Mitchell
13.00-14.30	Tuesday 21 November - Safeguarding	Glasgow Kelvin	Safeguarding Team	https://forms.office.com/e/150ncB3Aba
09.30-11.00	Thursday 23 November - Safeguarding	Glasgow Kelvin	Safeguarding Team	https://forms.office.com/e/150ncB3Aba
14.00-15.30	Thursday 23 November - Corporate Parenting Training	WhoCares? Scotland	Jen Flynn	Meeting invite will be shared via Daniel Mitchell