

Learning, Teaching & Student Experience Committee

Date of Meeting	27 May 2025
Paper No.	LTSEC4-D
Agenda Item	3.4
Subject of Paper	Learning and Teaching Professional Development Policy
FOISA Status	Disclosable
Primary Contact	Dr Derek Robertson Director of Student Experience
Date of production	16 May 2025
Action	For Decision

1. Recommendations

- 1.1. The Committee is requested to approve the Learning and Teaching Professional Development Policy.

2. Consultation

- 2.1.** During the development of the policy consultation took place with the Organisational Development Manager, Associate Director - People and Culture, the Lecturer Development team in the Learning and Teaching Academy, VP Student Experience and the Faculty Deans. The draft policy was shared with EIS-FELA representatives and was approved by SMT on 5 March 2025.

3. Key Insights

- 3.1.** The College's existing Teacher Training Policy and Teacher Training Procedure, which were originally drafted in 2014, were due for review in January 2020. While minor updates took place after this date a full review was undertaken in 2024.
- 3.2.** As might be expected, both the policy and procedure required considerable amendment, not least because of the introduction of mandatory professional registration in 2021.
- 3.3.** The new policy and procedure support Aims 2.6 and 2.7 of the Student Academic Experience Strategy (SAES):
- 2.6 Develop a comprehensive programme of academic staff development for all Learning and Teaching Staff to develop practice and gain recognition from professional bodies such as GTCS and AdvanceHE.
 - 2.7 Every new City of Glasgow lecturer to participate in the Lecturer development pathway in advance of teaching and will have or achieve a formal teaching qualification within a time-limited period (from PDA to TQFE).
- 3.4.** The revised policy and accompanying procedure have been renamed as the term 'teacher' is not used at the College and, while the policy is aimed primarily at lecturing staff, it describes a framework that is open to others who directly support learning and teaching practice.
- 3.5.** The Learning and Teaching Professional Development Policy is included below as Appendix 1.
- 3.6.** The accompanying Learning and Teaching Professional Development Procedure is included below as Appendix 2 for information.

4. Impact and Implications

- 4.1.** The Policy supports Aims 2.6 and 2.7 of the Student Academic Experience Strategy, clarifying the pathway for lecturer development and supporting staff with meeting the requirements for registration with GTCS.

Appendix 1: Learning and Teaching Professional Development Policy



Learning and Teaching Professional Development Policy

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Charity Number: SCO 36198

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Policy Name: Learning and Teaching Professional Development Policy

Introduction

This policy addresses the ongoing professional development of all staff who directly support student learning at the College, with specific focus on learning and teaching practice. A commitment to continuing professional development is a requirement within the [Professional Standards for Lecturers in Scotland's Colleges](#) and this policy addresses both initial teacher education and professional update. The policy is guided by the timescales of the General Teaching Council for Scotland (GTCS) registration process.

1.1 This policy is in support of the wider College values, particularly those relating to delivery of world-class learning and teaching and developing the individual.

1.2 The policy supports the implementation of the [Student Academic Experience Strategy](#).

1.3 The policy supports the requirements for professional registration with GTCS and the provisions of National Joint Negotiating Committee Circulars [03/18](#) and [03/19](#).

1.4 This document should be read alongside the *Learning and Teaching Professional Development Procedure*.

Purpose and Aims

The purpose of this policy is to support the development of quality learning and teaching in the College. The policy outlines the professional development opportunities available, particularly those leading to registration with GTCS, and the responsibilities that both the College and participants have when engaging in them.

Scope

This policy applies to all lecturing staff on full-time or part-time (temporary or established) contracts (i.e., those whose posts fit the role profile in Appendix 1 of [NJNC Circular 02/21](#)).

Initial teacher education (Induction, PDA and TQFE)

Induction

4.1 All staff teaching on courses that lead to accredited qualifications who do not hold a recognised teaching qualification and who do not have teaching experience will be required, alongside other induction activity, to complete the College's online 'New to Teaching' course within six months of commencing permanent employment.

4.2 Remission from class contact time for all participants in 'New to Teaching' will be 20 hours during the first six months of employment.

Initial Teacher Education

4.3 All staff teaching on courses that lead to accredited qualifications who do not hold a recognised teaching qualification will be required to commence the Professional Development Award (PDA) Teaching in Scotland's Colleges within two years of commencing permanent employment.

4.4 The PDA Teaching in Scotland's Colleges will be delivered internally via the College's Learning and Teaching Academy (LTA).

4.5 Remission from class contact time for participants in the PDA Teaching in Scotland's Colleges will be 60 hours within the timeframe of the course.

4.6 It is College policy to support members of teaching staff to achieve an appropriate initial teaching qualification recognised for full registration with GTCS. The current recognised Scottish qualification is the Teaching Qualification in Further Education (TQFE).

4.7 The College will hold an agreement with a provider of a GTCS-accredited TQFE programme.

4.8 All staff teaching on courses that lead to accredited qualifications, and who do not hold a teaching qualification which is recognised for full registration with GTCS, should, subject to available College funding, commence TQFE or equivalent up to a maximum of 4 years after taking up an established post. They would normally be expected to successfully complete TQFE within a maximum of 12 months of commencement of studies (24 months if studying part time). Remission for funded staff studying TQFE will be 150 hours of study time across the duration of the course in line with the National Joint Negotiating Committee Circular 03/18.

4.9 Lecturing staff on permanent contracts will be nominated for funding for TQFE by their Faculty Dean according to the criteria specified at 3.2 in the Learning and Teaching Professional Development Procedure.

4.10 Lecturing staff must comply with the College requirements for commencement and completion of the PDA and/or TQFE as specified in the Learning and Teaching Professional Development Procedure, which should be read alongside this policy. Staff must ensure they hold the university entrance qualifications for TQFE prior to applying for a place on the TQFE. (See Appendix 1 within the Procedure for guidance).

4.11 Staff who accept a fully funded TQFE training place must sign and return the Learning Agreement (as detailed in Appendix 3 within the Learning and Teaching Professional Development Procedure), before having their place confirmed on the TQFE programme. The Learning Agreement list expectations around satisfactory progress on the course and reimbursing the College if the staff member leaves employment within certain timescales. The staff member undertakes to meet the requirements for successful progression/completion including attendance and submission of assignments/essays/projects by deadlines. Any staff member leaving the employment of the College before the completion of the course or within a three-year period after course completion, will be expected to repay costs on a pro-rata basis (see Learning Agreement). Exceptions to this will be considered on a case-by-case basis, for example where an individual is not leaving College employment on a voluntary basis.

Professional update

Among the values that underpin the [Professional Standards for Lecturers in Scotland's Colleges](#) is 'the engagement in continuous professional learning and development which enables lecturers to embrace collaboration, critical evaluation and support development of new and emerging practices'. This requirement is formalised in the GTC Scotland registration process where registered lecturers are required every 5 years to confirm their ongoing engagement with professional development through a Professional Update process where they record and reflect upon their professional learning.

5.1 The College, via the LTA, will deliver a programme of workshops, activities, events and short courses that support Professional Update.

5.2 GTCS registrants are required to self-evaluate against the Professional Standards and to maintain a reflective record of professional learning and its impact. Lecturers should record and reflect on their Professional Update activity on MyDevelopment.

5.3 During the Professional Update process lecturers are required to discuss their professional learning with their line managers. This will be facilitated, in part, through the College's Professional Development Review process, which allows staff to review and plan their own development.

5.4 The GTCS registration process is managed at the College by Organisational Development.

Enhanced qualifications

The College offer employees an opportunity to apply for funding to support the enhancement of their qualifications. This process is managed by Organisational Development and operated under the [Enhancement of Qualifications Guide](#).

6.1 The LTA will offer support to staff who are studying higher level qualifications (such as PG Cert or Masters) on programmes in Learning and Teaching or Education at other institutions, including support for those working towards the various levels of Fellowship of Advance HE. This support will be individualised and might include peer support groups, generic research skills support and advice on Advance HE applications.

Responsibilities

7.1 The Director of Student Experience has overall responsibility for this policy.

7.2 The Director of Student Experience is responsible for the implementation of this policy college wide.

7.3 Deans, Associate Deans and Curriculum Heads are responsible for ensuring the policy is delivered within their Faculties.

Review of Operation of the Policy

The Director of Student Experience shall monitor this procedure on a regular basis and ensure it is reviewed and updated as required in line with legislation and best practice.

References

[Policy Framework](#)

Associated Policies and Procedures	Title
Procedure	Learning and Teaching Professional Development Procedure
Procedure	Enhanced Qualification Guide
Policy	Organisational Development Policy

External References

Source	Title
The General Teaching Council for Scotland	GTC Scotland and College Lecturers
The General Teaching Council for Scotland	Professional Standards for Lecturers in Scotland's Colleges

Document Control and Review

To be updated upon approval.

Revision Log

Version	Date	Section of Document	Description of Revision
Version 1	06 Aug 2014	All	First Version of City of Glasgow College Teacher Training Policy
Version 2	May 2024	All	Full Revision of City of Glasgow College Learning and Teaching Professional Development Policy

Appendix 2: Learning and Teaching Professional Development Procedure



Learning and Teaching
Professional Development Procedure

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1. Purpose

The purpose of this procedure is to support the implementation of the Learning and Teaching Professional Development Policy by clearly outlining the opportunities for staff who directly support student learning to access professional development. The procedure describes how these opportunities can be accessed and the commitment expected from staff undertaking professional development.

This procedure applies to all staff on full- or part-time established contracts who directly support student learning, but specifically to all lecturing staff on full-time or part-time (temporary or established) contracts (i.e., those whose posts fit the role profile in Appendix 1 of [NJNC Circular 02/21](#)).

This document should be read in conjunction with the Learning and Teaching Professional Development Policy.

2. Responsibilities

The Director of Student Experience has overall responsibility for this procedure.

Faculty Deans, Associate Deans and Curriculum Heads are responsible for ensuring the procedure is followed within their faculties.

Staff undertaking professional development are responsible for following the procedure.

3. Initial teacher education

Lecturing staff who do not have a recognised teaching qualification are required to apply for Provisional Registration with the General Teaching Council for Scotland (GTCS). To support staff to progress to full registration with GTCS within 5 years of provisional registration the College provide a variety of opportunities for staff to gain a professional teaching qualification. The College has the following recognised development routes available.

3.1 Professional Development Award - Teaching Practice in Scotland's Colleges.

All staff teaching on accredited courses, and who do not hold a recognised teaching qualification, are required to commence the PDA *Teaching Practice in Scotland's Colleges* within 2 years of commencing employment with the College. They would normally be expected to successfully complete this within 12 months of commencement of studies. Remission for PDA for permanent staff is 60 hours, which covers the teaching time on the course.

3.2 Teaching Qualification in Further Education (TQFE) – fully funded

It is College policy to support members of teaching staff to achieve an appropriate initial teaching qualification recognised for full registration with GTCS. The current recognised Scottish qualification is the Teaching Qualification in Further Education (TQFE).

All staff who teach accredited qualifications, and who do not hold a teaching qualification which is recognised for full registration with GTCS, should, subject to available College funding, commence TQFE or equivalent up to a maximum of 4 years after taking up an established post. They would normally be expected to successfully complete TQFE within a maximum of 12 months of commencement of studies (24 months for part-time provision). Candidates will only be funded for one full presentation of the TQFE course, inclusive of any deferrals or resubmissions that may be required, and which are subject to the regulations of the provider institution.

The College will fully fund a number of places on TQFE each academic year. This number will be agreed annually by the College Senior Management Team. Staff will be nominated for these places by their Faculty Dean and remission for funded staff studying TQFE will be 150 hours of study time across the duration of the course in line with the [National Joint Negotiating Committee Circular 03/18](#).

The College will hold an agreement with an institution providing a GTCS-accredited TQFE programme and fully funded places will be at this institution. Participants on this programme will receive full mentorship from the Learning and Teaching Academy (LTA).

Candidates entering TQFE programmes without a degree will be funded to enable them to obtain the Undergraduate Certificate which is recognised by GTCS for full registration.

Candidates with a degree on entry to TQFE will be funded to obtain a Postgraduate Certificate. This is also recognised by GTCS for full registration.

Anyone wishing to progress to assessment at degree or postgraduate diploma level must apply via the [Enhancement of Qualification Guide](#) for further funding to obtain this.

Appendix 1 shows the decision-making process for fully funded TQFE places. Faculty Deans are responsible for prioritising TQFE staff nominations. Areas which may be considered in determining priority staff nominations for TQFE include:

- TQFE entrance requirement held.
- Participation in and achievement on PDA in *Teaching in Scotland's Colleges* or equivalent programmes.
- Shortage of teacher-trained staff in an area.
- Succession planning.
- Industrial/external requirement.
- Length of service during which eligible to attend TQFE, regardless of age.
- Requirement of individual to move from provisional to full GTCS registration.

3.3 TQFE – part-funded

Part-funding for TQFE studies is managed under the Enhancement of Qualifications Procedure and as such, cannot be guaranteed. Where the application is approved through the Enhancement of Qualifications Procedure, the College will pay the course fees for the applicants and then make arrangements to recover 50% of the course fees via a mutually agreed monthly deduction from salary. The salary deduction form and Learning Agreement must be completed and returned to the Organisational Development prior to commencing the TQFE programme.

Part-funded places can be at any GTCS-accredited TQFE programme. While full remission is not available, the College views attendance at the tutor-led sessions as essential and the time to attend will be given to staff.

The LTA will provide mentor support to part-funded staff although the extent will vary depending on the arrangements of the awarding institution. Staff attending the College's agreed provider will receive full mentor support.

3.4 TQFE - Self-funded/SAAS funded

If a staff member wishes to completely self-fund or has another source of funding e.g., SAAS funding, line managers will explore any flexibility in timetabling arrangements to facilitate the staff member's access to TQFE delivery.

Depending on individual circumstances, some staff may be eligible to apply for SAAS funding to undertake the TQFE.

Self- or SAAS-funded places can be at any GTCS-accredited TQFE programme. There will be no other remission of class-contact and study will be carried out in the individual's own time.

The LTA will provide mentor support to self- or SAAS-funded staff although the extent will vary depending on the arrangements of the awarding institution. Staff attending the College's agreed provider will receive full mentor support.

4. Professional Update

The [GTCS registration](#) process is managed at the College by Organisational Development.

To maintain GTCS-registered status, lecturers are required every 5 years to confirm their ongoing engagement with professional development through a Professional Update process where they record and reflect on their professional learning.

The LTA will deliver a programme of workshops, activities, events and short courses that support Professional Update. GTCS registrants are required to self-evaluate against the [Professional Standards](#) and to maintain a reflective record of professional learning and its impact. Lecturers should record and reflect on their Professional Update activity on MyDevelopment.

During the Professional Update process lecturers are required to discuss their professional learning with their line managers and to record this conversation with GTCS. The College's Professional Development Review process can be used to facilitate these discussions.

5. Academic Induction

The College also provides a 'New to Teaching' programme via the Learning and Teaching Academy which draws on outcomes from the [PDA in Teaching Practice in Scotland's Colleges](#). All newly appointed teaching staff who do not hold a recognised teaching qualification or who have no previous teaching experience are required, as part of the wider induction process, to complete this course within six months of commencing permanent employment. Remission for class time for this course will be 20 hours.

6. Travelling expenses

No travelling expenses can be claimed for attendance at TQFE or PDA classes.

7. Review of Operation of the Procedure

If a member of staff wishes a review of the operation of this procedure, they should raise this with the Director of Student Experience.

Target	Monitored by	Reportage
That all staff who teach accredited qualifications commence TQFE or equivalent within 4 years of taking up an established post unless they already hold a teaching qualification that is recognised for full registration with GTCS.	LTA	To Faculty Deans on an annual basis.
Staff would normally be expected to successfully complete TQ(FE) within a maximum of 12 months of commencement of studies (24 months for part-time study).	LTA	Progress reports and final successful completion reports received from TQFE Universities. Passed to Line managers if necessary.
That new staff with no previous teaching experience successfully complete the online New to Teaching course within 6 months of commencement of employment.	LTA	To Faculty Deans on an annual basis.

9. References

Associated Policies and Procedures	Title
Policy	Organisational Development Policy
Policy	Learning and Teaching Development Policy
Procedure	Enhancement of Qualifications Guide
Form	Learning Agreement
Form	Salary Deduction form

External References

Source	Title
The General Teaching Council for Scotland	Standard for Provisional Registration (Lecturers in Scotland's Colleges)
The General Teaching Council for Scotland	GTC Scotland and College Lecturers
The General Teaching Council for Scotland	Professional Standards for Lecturers in Scotland's Colleges

10. Records

Record	Record Format	Record Holder	Retention Period
TQFE Certificates or Equivalent	Certificates	HR	During employment of staff member
Learning Agreement	Learning Agreement Form	TQFE – LTA Enhanced Qualification - Organisational Development	3 years
Salary Deduction	Salary Deduction Form	Payroll	In line with Financial regulations

11. Document Control and Review

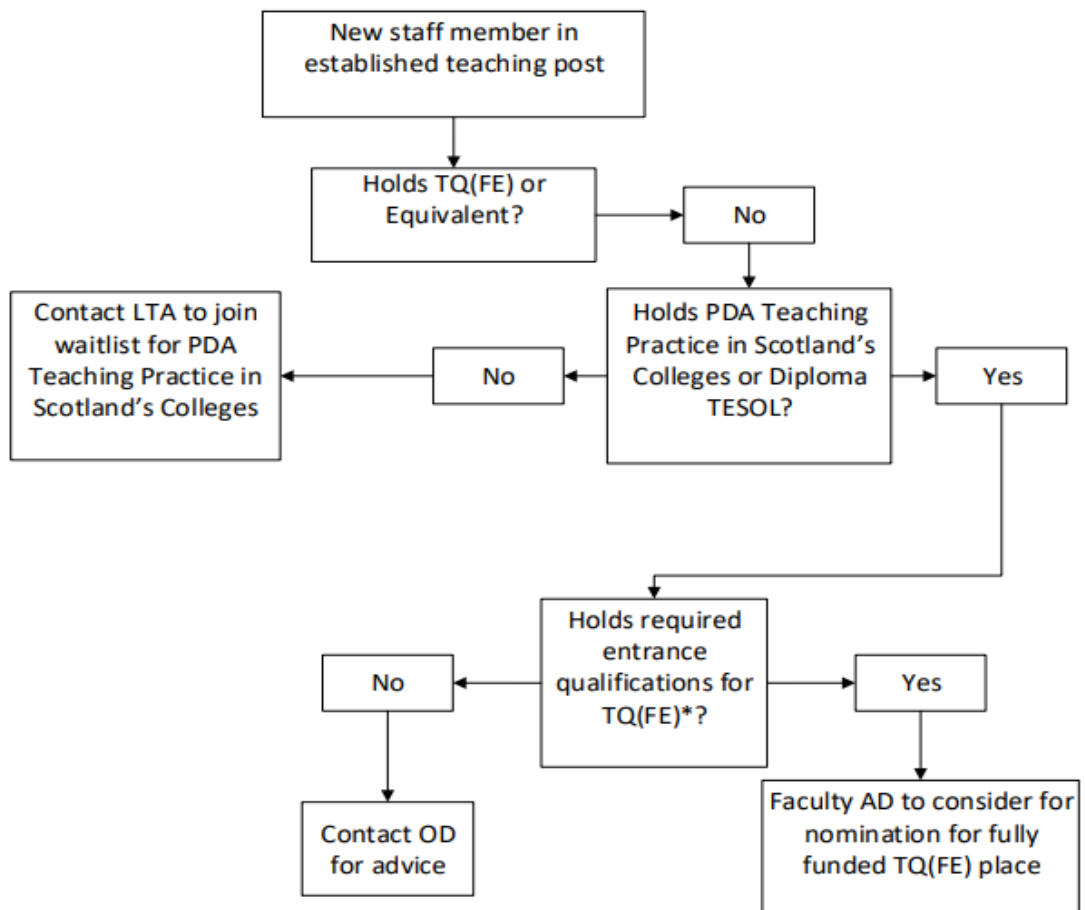
To be completed on approval.

Approval status		
Approved by		
Date approved		
EQIA status		
Proposed review date		
Lead department		
Lead Officer(s)		
Board committee		
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12. Revision Log

Version Date	Section	Description
Version 1 01 Sep 2014	All	First version of City of Glasgow College procedure 'Teacher Training Procedure'
Version 1.1 01 Jun 2015	Appendix 2 2. TQFE Remission	Include Stirling University in Standard Plus Undergraduate and Postgraduate section
Version 2 May 2024	All	

Appendix 1: Guidance on University entrance qualifications for TQ(FE).



Appendix 2: Remission from class contact

TQFE

For fully funded TQFE places, the College will grant remission from class contact per annum over the time on course as specified in the National Joint Negotiating Committee Circular 03/18 of 150 hours of study time across the the duration of the course and the Faculty staffing budget will be adjusted to reflect these hours and associated preparation time. The day and time remission is taken must be agreed with the Faculty in advance.

Remission will be for a maximum of 12 months (24 months for part-time study). Staff who do not complete their course of study in the agreed timescale will NOT receive additional remission except in exceptional circumstances.

PDA Teaching Practice in Scotland's Colleges

Agreed remission from class contact for staff in permanent teaching posts is 60 hours per annum during the course presentation. The times of the remission must be agreed with the Faculty prior to course commencement.

The recommended maximum time to complete the awards is 12 months. Staff who take longer than this to complete their studies will not receive additional remission except in exceptional circumstances.

New to Teaching

Agreed remission from class contact for staff in permanent teaching posts is 20 hours to be completed within the first 6 months of employment. The times of the remission must be agreed with the Faculty prior to course commencement.

The recommended maximum time to complete the awards is 6 months. Staff who take longer than this to complete their studies will not receive additional remission except in exceptional circumstances.

Appendix 3: Learning Agreement

Learning Agreement

Teaching Qualification in Further Education (TQFE)

I,, accept the financial support and arrangements in terms of Organisational Development's letter dated XXX, subject to the undernoted Terms and Conditions.

Terms & Conditions

1. I acknowledge that any funding awarded is for a maximum of 1 years only (2 years for part-time study) from course commencement.
2. I understand that the College support is for the fees for the qualification, and 150 hours reduction in class contact time over the duration of the course.
3. I understand that any requirement to attend classes during normal working hours needs to be agreed in advance with my line manager.
4. At the end of the funded year I will provide Organisational Development with a brief summary of my progress. This could be in the form of: a report, knowledge shared, sharing of any research etc, or a verbal update.
5. If I fail to reach a satisfactory attendance/participation level or do not attempt to make satisfactory progress, as confirmed by the institution, in any academic session, I shall be liable to repay, via salary deduction, 100% of financial assistance given.

6. If I, for any reason, have difficulty in progressing on the course e.g. require an extension/deferral or through unforeseen circumstances or ill health, I understand that I must contact the Director of Student Experience at the earliest opportunity who will determine the necessary course of action. Failure to contact may lead to loss of support funding.
7. On receipt of communication about course completion from the institution, I will take the original to Organisational Development for the purpose of updating my CPD records. It will be copied and returned to me. I will also update MyProfile on MyDevelopment.
8. Within three months of achieving the qualification, I will provide an evaluative report to Organisational Development on the qualification achieved, highlighting the resulting benefits to the College and myself.
9. I understand that I will be responsible for any fee charged by the institution for graduating and any hire fees (e.g. gown) and travel expenses.
10. If I voluntarily leave the employment of the College within one year of course completion, or I voluntarily terminate my studies before the end of an academic session for which financial assistance has been given, I shall be liable to repay, via salary deduction, 100% of financial assistance given.
11. If I voluntarily leave the employment of the College within two years of course completion, I shall repay, via salary deduction, 60% of financial assistance given.
12. If I voluntarily leave the employment of the College within three years of course completion, I shall repay via salary deduction, 30% of financial assistance given.
13. After three years of course completion, no repayment shall be required, should I leave the employment of the College.

Please return to: Date received by LTA: