



STAFF DEVELOPMENT POLICY

Policy Owner	Compliance Manager
Approved By	Registrar
Policy Date	20/04/2025
Review Date	2 Years

Table of Contents

1.Introduction	3
2.Scope	3
3.Audience	3
4.Policy Statement	4
4.1 Purpose	4
4.2 General Principles	4
4.3 Equity For Training and Development	5

1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus



3. Audience

This document is for use by the following:

a. B-TIC Staff

Relevant Policies/Others to be used in conjunction with,

1. B-TIC Academic Misconduct Policy
2. B-TIC Appeal and Complaints Policy
3. B-TIC Conflict of Interest Policy
4. B-TIC Data Protection Policy
5. B-TIC Glossary of Terms
6. B-TIC Health and Safety Policy
7. B-TIC Maladministration and Malpractice Policy
8. B-TIC Reasonable Adjustment and Special Consideration Policy
9. B-TIC Standardisation Policy
10. B-TIC Staff Recruitment Policy

4. Policy Statement

4.1 Purpose

This Policy sets out the principles that underpin continuing professional development of academic and Non Academic staff at B-TIC.

B-TIC recognizes that Academic and Non Academic staff are fundamental to its success to become effective and efficient in their role.

B-TIC is responsible to provide an opportunity to every department to identify Training and Development needs where a gap in skills or competencies exists.

4.2 General Principles

B-TIC shall provide training and development for the professional growth of its Academic and Non Academic staff.

All Academic and Non Academic staff are expected to participate in B-TIC training and development opportunities.

Training and development programmes shall be delivered through a variety of methods, including:

1. On-the-job training
2. In house trainings
3. Outbound trainings
4. Workshops and seminars
5. E-learning programs | Online Trainings

The Training and Development shall:

- Ensure the provision of training and development meet the core requirements of B-TIC operational demands and strategic goals and comply with statutory obligations and B-TIC policies.
- Ensure that Academic and Non Academic staff receive training and development at the right levels for Staff's responsibilities so as to act in compliance and in the best interests of B-TIC, awarding bodies, B-TIC Community and other stakeholders.
- Ensure Academic and Non Academic staff build the abilities, know-how, and life experiences required to fulfil the demands of individual staff's career goals and realise their professional aspirations.

- Use performance planning and career development processes as the primary means of ensuring alignment between individual, department, and organisational plans and priorities and identifying individual employees' learning and development needs;
- Evaluate employee participation, outcomes and the relevance and quality of training and development on an ongoing basis.
- And ensuring that staff development plans are devised in conjunction with individual staff member's performance and planning review activities.
- Academic staff are responsible for evaluating their performance in their current positions and their future professional goals on a frequent basis, as well as determining what kind of training and development they require and to bringing them up to B-TIC

4.3 Equity For Training and Development

Every full-time staff and part-time regular Staff who has been employed for a period of six months or more should be considered eligible for training conducted by the B-TIC

Temporary/contract/visiting staff, shall also be considered subject to seat availability

Staff development should be accessible on an equitable basis without any unfair discrimination between categories of staff on any ground.

If a staff member wish to follow staff development programmes offered by other, higher education organisations alternative to programmes regularly offered by B-TIC; such enrolment may be permitted subjected to the relevant staff member/s bear the such course fees with their own

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.



business@b-tic.org



www.b-tic.org

B-TIC

PROFESSIONALISM SIMPLIFIED