



# msletb

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
*Mayo, Sligo and Leitrim*  
*Education and Training Board*

## **Mayo, Sligo and Leitrim Education and Training Board**

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### **Professional Development Policy**

MSLETB,  
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## DOCUMENT CONTROL SHEET

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# 1 MSLETB Professional Development Policy

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## 1.1 Professional Development Policy Context

MSLETB encourages and supports the professional development of staff through targeted learning and development initiatives. MSLETB is committed to promoting the Professional Development (PD) of its employees in accordance with current National Strategies, Action Plans and agreements. This policy supports the attainment of MSLETB strategic goals, as stated in its Strategy Statement 2023-2027.

MSLETB employees include all staff working within the three pillars of the organisation; Further Education and Training (FET), Organisation Support and Development (OSD) and Schools. The policy aims to support a working environment where continuous learning and development is encouraged and facilitated. This working environment aims for timely and effective PD that is accessible to all members of staff where applicable. Timely and effective PD aims to improve organisational performance through the development of its key resource, i.e. its people.

### 1.1.1 Professional Development initiatives must support MSLETB's values and its attainment of MSLETB's strategic goals as stated in its Strategy Statement 2023 – 2027 <https://msletb.ie/about-us/publications/>

#### MSLETB Values:

- Quality
- Professionalism
- Collaborative
- Proactivity
- Inclusivity

#### MSLETB's Strategic Goals:

- Teaching and Learning
- Development and Innovation
- Learning Environment and Digital Enablement
- Communication and Engagement
- Culture and Organisation

These core values and strategic goals apply across MSLETB but availability of PD is based on organisational/departmental needs.

## 1.2 Policy

### 1.2.1 Identifying Professional Development Needs

Management need to ascertain and identify their staffs' PD needs. Individual staff members should identify their own development needs in collaboration with their line managers. This can be done in several different ways; from organisational, departmental, programmatic, centre/school-based and individual PD interventions. In basing PD intervention in this manner, it becomes strategic and targeted. Employees have a responsibility for investing in their own professional development and making personnel contributions in that respect. This should enhance knowledge transfer to their work environment and to other employees.

MSLETB actively encourages PD as continuous throughout one's career, but these interventions are based on the attainment of agreed organisational goals, both current and future. ***Employees can undertake PD outside of MSLETB's values and strategic goals , but this will be undertaken at their own expense and outside working hours.***

### 1.2.2 Cost Effectiveness and Fee Repayment

There is an obligation to be cost effective in the allocation of resources to PD activities as in all expenditure of public monies. MSLETB will not provide financial support for PD where the employee can seek reimbursement of funds from another source, e.g. Teachers Refund Scheme. PD interventions outlined in this policy are dependent on sufficient resources being available to MSLETB.

#### 1.2.2.1 Fee Repayment

MSLETB operates a PD claw-back clause for staff who have availed of PD funding and who leave the organisation within a three-year period post completion of course. The payment of funding must be repaid to MSLETB as outlined below:

- Within 1 year of completion: 75%
- Within 2 years of completion: 50%
- Within 3 years of completion: 25%

## 1.3 Professional Development Procedures

Within MSLETB, each pillar will implement its own PD Procedure in conjunction with this policy, national strategies and frameworks.