TSC Category	Staff Development and Engagement					
TSC	Staff Continuous Learning					
TSC Description	Manage staff's continuous learning activities to maximise staff's potential and capabilities to contribute to the Centre and Cluster					
TSC Proficiency	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
			ECC-LPM-3004-1.1	ECC-LPM-4004-1.1	ECC-LPM-5004-1.1	
			Support staff in developing their skills by facilitating learning opportunities and coaching them	Drive learning and development within Centre in alignment to Centre's goals	Foster a culture of continuous learning by putting in place structures and processes to support staff's continuous learning and setting measures to assess effectiveness of these learning strategies within and across Centres	
Knowledge			• Training based competencies • Different learning approaches • Components of a learning plan • Principles of giving and receiving of feedback • Models and methods for evaluating the performance of individuals • Communication techniques and channels relevant for disseminating information • Methods of facilitation of individual learning opportunities • Methods for accountability for identification of skill development needs • Implications and impact of coaching and mentoring activities on the individuals	• Models and methods of learning needs analysis • Evaluating the effectiveness of continuous learning strategies and programmes	• Organisational policies and procedures relating to organisational learning and development • Relevant professional codes of practice and standards relating to learning and development • Implications and impact on colleagues arising from learning and development processes • Adult learning principles • Sector best practices on continuous learning and development • Instructional techniques and methods for working with colleagues to increase capability and performance	

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			participating in the process			
Abilities			• Identify learning and development opportunities that support the development of team member's skills • Provide on-the-job instruction, coaching and mentoring to increase the capability and performance of colleagues • Communicate expectations of team performance in a positive manner • Provide feedback on work progress • Support colleagues in drafting learning and development plans	• Identify team competency requirements to support organisation goals • Facilitate learning and development opportunities to address skills needs • Select tools to review current skills of colleagues • Provide resources to support learning and development • Establish clear learning outcomes and timeframes • Review colleagues' learning outcomes against learning goals	• Prioritise learning and development programmes to support colleagues in the development of their professional leadership competencies • Guide senior educators to demonstrate independence and responsibility for their personal development • Establish performance indicators and measures for the effectiveness of learning and developmental programmes designed to support the organisation goals • Provide opportunities for colleagues to take on higher duties and learn in the workplace • Evaluate the effectiveness of learning and development effort	

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