



APPROVED
*of the College of Accountancy and Finance
Council Meeting on 11 February 2016,
Minutes No. 1*

COLLEGE OF ACCOUNTANCY AND FINANCE

Human Resources Development Programme

The Human Resources Development Programme of the Accountancy and Finance College (hereinafter referred to as the College's HRDP) has been developed in accordance with the College's Development Strategy, Guidelines for the Development of Latvia's Higher Education.

The principles of the College's HRDP and the Academic Staff Development Plan are based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), taking into account the impact analysis of internal and external factors, the amount of existing and planned financial resources. The College's HRDP is closely integrated into the College's development strategy.

The quality of higher vocational education plays an important role in determining a person's life and the ability to succeed in professional development. Along with the creation and accumulation of professional competences and qualifications, higher education is also a process of the development of a person's personality.

Today's innovative economy demands from a person new skills and competences, creates the need to re-establish and regularly update his or her knowledge and skills in order to adapt to the changing labour market environment throughout his or her entire life.

The College implements socially responsible development strategy, respecting the interests, capabilities and abilities of external and internal clients, as well as the requirements of society development.

HRDP directions: academic and general staff selection system, delegation of work responsibilities, principles of academic staff workload, personnel continuing education system, remuneration system, criteria and procedure for performance evaluation, document management system, corporate culture and traditions, quality of management system.

College's HRDP basic principles:

- ✓ The College believes that staff is a key asset that can provide the College with long-term development.
- ✓ The College assumes responsibility for continuing vocational and continuing education of the staff.
- ✓ Implementation of the professional development study program, in cooperation with professionals from different fields.
- ✓ The discussion and evaluation of the results of personnel training.
- ✓ The College is interested in long-term labour relations with staff and focuses on effective cooperation.
- ✓ College's educational system is closely linked to changes in the labour market.

College's HRDP tasks:

- ✓ Provide support in staff training by developing skills that foster research, flexibility and participation in the labour market.
- ✓ Encourage and support the development of professional English language skills for staff.
- ✓ Develop personnel participation in ESF funds projects involving young researchers. Organise transnational research.
- ✓ Introduce modern technologies in the study and research process. Strengthen technical support for personnel in applying new technologies to the work environment. Provide IT support for science.
- ✓ Maintain and supplement the databases created with new modules, making them available for research, studies, education, creation of innovative products.
- ✓ Establish and maintain a system of staff internships in companies, municipalities, associations.
- ✓ Update the system of motivation for professional growth and loyalty of staff.
- ✓ Improve document management system.
- ✓ Take preventive actions in order to reduce the impact of personnel risk on the organisation of the study process.
- ✓ Promote international mobility of staff.
- ✓ Continue to hold scientific and practical conferences, including jointly with HEI (higher education institutions) in Latvia and abroad, involving students. Publish the research papers collection of students and academic staff each study year.
- ✓ Modernise staff workplaces.