

## Continuous professional development policy

Approved	August 2023
Review by	August 2024
Authorised by	C Gavaghan (CEO)

## 1. Purpose

Derwent Training Association (Derwent Training) values its employees and their expertise and understands the impact they have in contributing to its continued success.

The purpose of this policy is to outline the principles by which continuous professional development (CPD) is encouraged and supported. This policy applies to all staff.

## 2. Scope

- 2.1 For the purposes of this policy, CPD is any activity that enables a member of staff to be more effective in carrying out his or her professional duties. CPD includes in-house events, infill onto commercial courses or external attendance at events, e-learning, workshops, work shadowing and part time extended courses, within the prevailing budgetary provision and identified business need.
- 2.2 Development activities that have no direct relevance to the individual's role or objectives of the Company are not within the remit of this policy.

## 3 Objectives

- 3.1 The main aim of the policy is to provide managers and staff with a framework that supports and encourages CPD and ensures that planning for CPD is an integral part of the Company's cycle of strategic activities.
- 3.2 General principles for CPD
  - Managers undertake a training needs analysis with staff and place identified areas for development on the individual's Personal Development Plan
  - All staff are supported and encouraged to acquire and develop the relevant knowledge, skills, and competencies to enhance their performance in their current role and, where they are involved in succession planning, for their next role within the Company
  - An appropriate balance is created between the desire for individual staff members to maximise their potential and for the Company to obtain a return on its investment in staff development
  - Staff develop the skills to respond effectively to internal and external demands
  - CPD is viewed and utilised as a development toolkit to help support and motivate staff in performance capability situations and, for trainers, develop, through teaching & learning observations, strategies to become outstanding
  - Ensure that the SAR process analyses strengths and areas for improvement in relation to meeting the needs of current learners and the pattern of future learners and contribute to the CPD needs of the Company
  - Provide post-CPD follow-up with a line manager to check on outcomes and identify any necessary support for dissemination or implementation
  - Establish a culture of reflective practice as an essential part of professional life
- 3.3 The Company recognises certain minimum standards associated within specific roles that must be met through appropriate CPD activities. These include:

### ➤ Board of Directors

In consultation with the Board of Directors any training needs identified for existing or new Directors will be actioned. Additionally, all members of the Board will complete mandatory Safeguarding and Prevent Duty.

➤ **All members of staff**

- All new staff are required to participate in the induction process with 6 weeks of joining the Company
- All members of staff are required to engage in Fire Safety training annually, Safeguarding training, Prevent Duty training and Equality & Diversity awareness training every 3 years
- All designated first-aiders are required to have a relevant and current First Aid qualification
- All designated fire marshals are required to have recently attended a fire safety training session

➤ **Academic staff**

All newly appointed academic staff without a teaching qualification and/or with less than three years relevant experience as a teacher in post-16 education, are required to:

- Complete the Initial Teacher Training (ITT) qualifications relevant to their role within the first two years of employment
- All trainers must achieve both the A1 & V1 awards within 24 months of appointment
- All staff are required to undertake training during the Staff Development week (August)
- All staff who are identified to share best practice must endeavour to do so within the Company
- All academic staff who are involved in peer observation & observation of teaching, learning & assessment (OTLA) will attend annual mandatory observation training
- Undertake vocational updating, ensuring their sector expertise is maintained

- 3.4 In order to gain optimum benefit the Company's CPD process is closely aligned to other planning and review cycles including staff induction, performance review appraisals, the annual planning cycle, observation of teaching and learning framework and annual academic review.
- 3.5 Staff must proactively engage with and take responsibility for their own development. In addition to undertaking mandatory and relevant training required for a particular role, they must avail themselves of the development opportunities provided to actively improve and keep sector knowledge and skills updated and respond flexibly to change.
- 3.6 All internal training activities will support the need to heighten awareness of equality and diversity and Safeguarding/Prevent issues.
- 3.7 The Company must ensure that staff are trained to levels appropriate to their roles in order to perform legally in the best interest of themselves, of others and of the Company. Participation in certain staff development activities will therefore be mandatory for all staff to undertake annually/every 3 years, depending on their role.
- 3.8 Staff must engage in and log at least 30 hours CPD annually (pro rata dependent on FTE).
- 3.9 The Company aims to create a community of learning practice to ensure that CPD is inclusive, forward looking and reflects changing trends within society. In addition, staff strengths are utilised, best practice shared and areas for improvement addressed so that staff are enabled to achieve their full potential.
- 3.10 The Company will ensure the professional updating and CPD is centrally recorded.
- 3.11 Identification of CPD occurs in a number of ways:
- Managers must discuss CPD needs with each of their staff at least annually as part of the Performance Management Process
  - The needs of staff new to the Company should be identified prior to starting and throughout the induction and probationary period

- The needs of staff transferring to a new role within the Company should be discussed within four weeks of taking up position
- Through the priorities identified during their annual planning and budgetary cycle
- Observations of teaching and learning & assessment
- Actions arising from the learner and employer surveys
- Evaluation of feedback from current programmes

#### **4. Repayment of fees**

- 4.1 As per clause 21 of the contract of employment (education & training), where the Company has agreed to support further education or training, certain conditions will apply as detailed below:-
- Should you not complete the course for whatever reason you will be required to refund the course fees/training cost in full;
  - Once you have successfully completed the course or training the Company reserves the right to require you to refund all of the costs associated with the course or training should you leave the Company within 12 months of the course completion.

#### **5. Monitoring and reviewing**

- 5.1 An annual report on staff CPD and statistics on the level and type of activity is submitted to the Board of Directors.
- 5.2 A review of the Policy occurs every 3 years.

#### **6. Equality impact assessment**

- 6.1 The Company is committed to monitoring the impact of Policy on staff in accordance with the Single Equality Scheme. The Company will ensure all CPD activities are in accordance with the Equality and Diversity policy. No one less favorably treated when accessing development opportunities on the grounds of any protected characteristic as defined by the Equality Act 2010.