



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

INTRODUCTION

Resources values its employees and their expertise and understands the impact they have in contributing to its continued success. Teaching, Learning and Assessment (TLA) is one of the main focuses which we continuously seek to enhance and improve our staff.

The purpose of this policy is to outline the principles by which continuous professional development (CPD) is encouraged and supported for all staff to enable them to deliver outstanding performance.

Our priority is to align all staff development, therefore this CPD policy is inclusive of all staff within the company not just teaching staff to ensure quality and upskilling across all levels and roles within the Company.

Resources focuses on three levels for staff development:-

1. Strategic & Operational - to enable staff to meet the expectations of their role and requirements of contract delivery.
2. Professional - to enable staff to develop their effectiveness and increase job satisfaction in order to achieve potential.
3. Training needs i.e. staff development originates from various sources which includes by annual reviews, set KPI's and professional observations.

This policy applies to all staff employed by the Resources and aims to support individuals through a variety of training. This however may be impacted by business budgetary provision and should therefore be able to be measured against what the training will bring to the business.

OBJECTIVES

Staff must proactively engage with, and participate in development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

They must take responsibility for their own professional development as well as undertaking mandatory training required for their role within the Company.

This is to ensure staff are trained to levels appropriate to their job role in order to meet our statutory and contractual obligations and to keep them up to date and competent in the work that they do.

It should also embed what they already do, maintain or develop new skills, enhance a wider knowledge of professional capabilities and enhance their career development by

PROCESS

In order to maintain a continuous up-to-date and accurate record of staff CPD, all staff have control of their training log and are required to update it every time they have internal /external, accredited /non accredited training. They are then required to send it to the HR Manager who will update the master log. This will ensure that management have an accurate record of staff skills, qualifications and completed CPD.

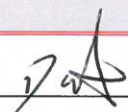
ASSESSORS

If it is identified through either a review, an observation or business need that a member of staff is going to be required to complete their Assessor qualification, completion of the Training Assessment and Quality Assurance (TAQA) award must be completed within 12 months. Dates may be extended in exceptional circumstances.

Assessors are required to ensure that they keep up to date with their industry regulations to ensure they are competent and vocationally relevant. From time to time this may require up-skilling training in order to stay current, relevant and within specialism guidelines.

Staff are required to maintain membership with affiliated organisations linked to their trade specialism, when applicable.

This policy will now be reviewed annually or at such time that an amendment is required prior to the review date.

Signed Off	Version number	Next review due
Dave Watson – Nov 19	Version 1	November 20
David Watson - Nov 20	Version 1	November 21
David Watson - Nov 21 	Version 2	November 22