

# CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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### 1. Purpose and policy statement

- 1.1 Nottingham College aspires to build a professional learning culture which enables employees to own their personal and professional development and positively pursue the acquisition of skills, experiences and knowledge, through experimentation, research and all methods of CPD, sharing practice with colleagues and contributing towards building a learning organisation.
- 1.2 This policy sets out Nottingham College's commitment to the development of the workforce as an employer of choice and as an outstanding provider of education and training.

### 2. Scope

- 2.1 This policy applies to all employees irrespective of differences in contract type, seniority, role, or working patterns.
- 2.2 All employees normally undertake at least 30 hours of Continuing Professional Development each year (pro-rata for part time employees) to ensure that their skills and knowledge remain up to date.

### 3. Definitions

CPD:	Continuing Professional Development
Mandatory training:	Updates and training which all employees are required to complete within a specified timescale
E-learning:	On-line learning

### 4. Key responsibilities

- 4.1 Employees are responsible for:
  - Taking ownership for their own CPD with support from their Line Manager
  - Actively seeking out opportunities to deepen, extend and share knowledge and skills
  - Participating in the professional development scheme, discussing, agreeing and reviewing CPD
  - Undertaking mandatory training when requested in a timely manner, to include but not limited to, Safeguarding (including Prevent), Data Protection, Health and Safety, Equality and Diversity to ensure that legal responsibilities are fulfilled
  - Recording CPD activities
- 4.2 The Senior Leadership Team:
  - To foster a positive professional learning culture and to model its ethos in practice
  - To ensure this policy is monitored and reviewed
  - To ensure that appropriate training is provided to managers and employees

- 4.3 All managers are responsible for:
- Supporting employees to identify and own their CPD
  - Devising annual development plans for their teams, promoting high expectations and taking into account individual, team and college ambitions
  - Agreeing CPD within the professional development scheme
  - Identifying the contribution which CPD has made to the development of the team
  - Discussing development opportunities with staff and making decisions about which activities will be agreed, deploying a systematic, consistent and fair approach which acknowledges the diversity of interests, experience and career phase of team members
  - Using a range of developmental mechanisms including observation, feedback and discussion to identify and support personal and professional CPD needs
  - Working with teams and external organisations to devise a responsive programme of industrial updating
  - Sharing and facilitating the sharing of good practice both formally and informally
  - Providing new staff or newly promoted staff with a mentor
  - Identifying where expertise lies to support sharing of practices
- 4.4 The Staff Development / CPD team are responsible for:
- Identifying corporate training needs and implementing a responsive plan to ensure that these are met and that the offer is inclusive
  - Identifying appropriate ways of organising mandatory training relevant to the subject matter
  - Evaluating the college-wide impact of CPD undertaken and using this to influence plans and priorities
  - Guiding and supporting employees and managers to solutions in order to generate the acquisition of appropriate skills, knowledge and qualifications
  - Managing and providing an e-learning offer which creates a flexible space to learn including for example self-managed e-groups and webinars
  - Sourcing CPD through externally recognised leaders in their field or via expertise and knowledge from within the organisation to support a broad menu of activities
  - Managing the CPD budget ensuring best value, quality and impact
  - Maintaining staff development records

- Managing the induction programme
- Organising training internally and externally
- Providing training
- Providing coaching
- Monitoring and reporting on training activity

#### 4.5 Teams

- Teams are responsible for identifying and engaging with their collective development needs, experimenting and sharing new and developing practice

### 5. General principles

5.1 Our priority is to create a supportive learning culture within which:

- CPD appropriately develops the skills, qualifications, knowledge and experience of all
- the continuous development of our teachers enables excellence in teaching, learning and assessment to be achieved
- the effectiveness of leadership and management is continually enhanced, securing the College's ambitions
- literacy and numeracy skills are developed including the achievement (as a minimum) of level 2 qualifications in English and maths for all
- training which enables employees to discharge their statutory duties and remain up to date
- professional autonomy with regard to the acquisition of skills is respected

### 6. Entitlement

6.1 Employees at Nottingham College are entitled to:

- An annual review to identify development needs which improve performance and contribute to career aspirations
- Access to a broad range of CPD opportunities
- Contribute to a community that is curious and keen to learn. To seek out and use new information to develop, consolidate and deepen their knowledge, understanding and skills
- Develop and be recognised as informed, confident and respected professionals

### 7. Classification of CPD

7.1 CPD can include a range of activities, not all of which will incur costs or necessitate time away from the workplace. Examples include:

- Courses leading to qualifications
- Workshops/conferences/seminars/webinars
- Peer observation
- Participation in coaching
- Engaging with research
- Secondment or work shadowing
- Industrial/vocational/academic updating
- Mandatory training
- Committee membership (vocational or non-vocational) including professional associations
- Feedback and resulting actions from lesson observations and learning walks
- Reflective practice; the time and space to plan experimentation and to develop and trial teaching and learning methods and review them
- Scholarly activity; engaging with and in those activities that enable reflective pedagogic evaluation and development and research
- Participating in online professional communities
- Keeping up to date for example reading journals/online materials and structured vocational and professional updating

This list is not an exhaustive but aims to demonstrate the diverse nature of CPD.

## **8. Provision of financial support**

8.1 Nottingham College will normally fund approved course fees as follows:

- Part-time college courses (tuition fees and exam fees only)
- Short external courses/seminars/conferences
- Courses delivered by an external trainer on College premises
- Qualification courses normally to a maximum of £1,500 for direct course costs (tuition fees and exam fees only) where a qualification is an essential job requirement for an existing employee. New employees joining the organisation who do not have the qualification for the job they have been appointed will be required to fund this qualification themselves
- Contractual teacher training qualifications

8.2 Travel and accommodation costs associated with attendance at training are not met through the CPD budget, but through local budgets.

## **9. Recovery of fees**

9.1 If an employee fails to commence or complete an approved College funded qualification course, or leaves the employment of the College through resignation or dismissal (other than redundancy), they will be liable to repayment of a proportion of any monies paid to the provider as per the following table:

<b>Circumstances</b>	<b>Amount Repayable</b>
Failure to complete the course	100%
Failure to sit exam/submit work within required timescales	100%
Resignation/Dismissal during the course	100%
Resignation/Dismissal up to 12 months after course completion	100%
Resignation/Dismissal between 12 months and 2 years after course completion	50%

Review cycle:	Every two years
Next review due:	
Policy owned by:	Human Resources / CPD
Approving body:	Corporation
Equality Analysis completed on:	August 2016