



Qlympus Academic and Training Services Limited

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

Document Control Summary

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| Purpose | The purpose of this policy is to outline the principles by which continuous professional development (CPD) is encouraged and supported at the Company to deliver outstanding OTLA. |
| Author | Joseph Jengo |
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Qlympus Academic and Training Services Limited

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

1. PURPOSE

Qlympus Academic and Training Services Limited values its employees and their expertise and understands the impact they have in contributing to its continued success. Observation, Teaching, Learning and Assessment (OTLA) is the Company's main focus, which we continuously seek to enhance and improve. The purpose of this policy is to outline the principles by which continuous professional development (CPD) is encouraged and supported at the Company to deliver outstanding OTLA.

The CPD policy supports the further education and private providers' quality frameworks to ensure our key area of activity is the development and support of academic staff to sustain outstanding OTLA. Our priority is to align all staff development, research, and scholarship activity to enhancing the student experience via curriculum development and delivery.

The Company focuses on three key levels for staff development:

1. Strategic - to enable staff to meet the expectations of the Company strategy.
2. Operational - to enable staff to meet the requirements of the Centre/service area.
3. Professional - to enable staff to develop their effectiveness and increase job satisfaction to achieve potential.

The impact of engaging in these varying levels of activity is to enhance the student experience by aligning all CPD activity to the curriculum and interventions in response to market needs.

The identified training needs originate from various sources which includes appraisals, observation action plans and suggestions via staff engagement for CPD to the Human Resources (HR) team.

2. SCOPE

- This policy applies to all staff employed by the Company.
- Development activities which have no direct relevance to the individual's role or objectives of the Company are not within the remit of this policy. Those activities are dealt with directly with the Business Development Team

For the purposes of this policy, CPD is any activity which enables a member of staff to be more effective in carrying out his or her professional duties which can include but is not exclusive to; in house events; infill onto commercial courses; part time extended (vocational courses); attendance at external events and e-learning webinars.

The Company will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business needs.

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3 . OBJECTIVES

General principles for CPD

The Company CPD process is closely aligned to the Company planning and review cycles via consultation with Teaching, Learning and Assessment for Programme Leads and Skills Coaches and Employers and Partners. Staff must proactively engage with and take responsibility for their own professional development as well as undertaking mandatory and relevant training required for a particular role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

In return for this the Company will make a few commitments to its staff via the OD team/in centre activity/financial support to attend essential external events to:

- Ensure staff are trained to levels appropriate to their job roles in order to meet our statutory obligations. Therefore, participation in certain staff development activities will be mandatory for all staff to undertake at various intervals depending on their role.
- Ensure staff work collaboratively across Company by sharing best practice, utilising staff's strengths, and supporting the establishment of internal networks to provide staff support in improving practice.
- The HR department will hold the responsibility centrally for the organisation, administration, and delivery of all CPD which will be aligned to the Company strategic plan. This work will involve collaboration with the Quality and Standards team in support of the observation process, learning walks and centre reviews and including Teaching and Learning processes e.g., peer observation, APR, Annual Monitoring etc. and the action plans that result from these quality processes.
- Ensure all staff are supported and encouraged to acquire and develop the relevant knowledge, skills, and competencies to enhance their performance in their current role. Where they are involved in succession planning, skills will be developed for their next role within Company via the varying leadership development programmes to respond effectively to internal and external demands.
- Provide managers with the skills, knowledge, and competencies they need to work in partnership with their staff to support their CPD and promote lifelong learning.
- Create an appropriate balance between the desire for individual staff members to maximise their potential and for the Company to obtain a return on its investment.
- Ensure development is viewed and utilised as a toolkit to help support and motivate staff in performance capability situations, develop through and improve strategies to identify excellence in learning, teaching and assessment.
- Ensure that each Curriculum Centre/Service Area's Self-Assessment Review (SAR) and the Annual Performance Review (APR) process analyses strengths and areas for

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improvement in relation to meeting the needs of current learners and the pattern of future learners and contribute to the CPD of the Company. This work will be undertaken in partnership with the Quality and Standards team, the Programme Leads and the Company Directors.

Standards

The Company recognises certain minimum standards associated within specific roles which must be met by all individuals through appropriate CPD activities. HR will monitor compliance with these initiatives.

Academic staff

- Should complete an Initial Teacher Training (ITT) qualification essential to their role within the first two years of employment. This must be self-funded. Dates may be extended in exceptional circumstances depending on a suitable mode of study.
- Engage in the New Teaching Staff (NTS) induction
- Attend observer training annually.
- Enhance pedagogical development through research and scholarship and address impact on the student experience.
- Proactively enhance their digital literacy skills as outlined in the IT strategy.
- Ensure engagement with industry up skilling and being vocationally relevant.
- Complete mandatory training as requested.
- Attend internal conferences on Observation, Teaching, Learning and Assessment or Research & Scholarship (R&S)
- Involvement in sharing best practice forums on OTLA.
- Maintain membership with affiliated organisations linked to your subject specialism. i.e., CIPD membership
- Attend CPD both internally offered and externally sourced as deemed essential to the job role accordance to the peer/observation action plans.

Assessors

- All trainer assessors must achieve the Training Assessment and Quality Assurance (TAQA) award within 12 - 18 months of appointment. Dates may be extended in exceptional circumstances depending on a suitable mode of study.
- Engage in the New Assessors induction
- Proactively enhance their use of Company systems i.e., OneFile as outlined in the IT strategy.
- Ensure engagement with industry up skilling and being vocationally relevant.
- Complete mandatory training as requested.
- Attend internal conferences on OTLA or R&S
- Involvement in sharing best practice forums on OTLA.
- Maintain membership with affiliated organisations linked to your subject specialism. i.e., CIPD membership

Management

- All newly appointed managers must complete the manager's induction within the first six weeks of employment.

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- All managers are required to attend HR practitioner workshops in line with changes to legislation and sector practice.
- Complete mandatory training as requested.
- Involvement in sharing best practice forums on OTLA.
- Maintain membership with affiliated organisations linked to your subject specialism. i.e., CIPD membership

Company Board of Governors - In support of on-going and emerging organisational business need, Governors will take part in the following development activities, within the allocated budget for the year:

- All new governors will receive a Company induction during their first month of service. This will be carried out by the Clerk to the Board and Executive members.
- Individual skills audits will take place periodically and the Clerk will be responsible for making arrangements to facilitate this.
- Membership of related Governor networks will be maintained and encouraged.
- Personal development plans discussion and review will be facilitated on an annual basis supported by the Clerk to the Board and HR.
- Peer reviews for the Chair of the Board will be undertaken by Governors on an annual basis, the outcomes of which would inform personal development planning activities of the Chair.
- Attendance at relevant conferences, seminars and other development activities shall be agreed where there is an identified development need, subject to budget provision and an undertaking by Governors to share any learning or other outputs of the activity throughout the wider Governing Body.
- Governor Champion roles will be supported by the relevant member of staff from within curriculum/Service areas and appointments to those roles shall be reviewed and refreshed periodically.

All members of staff:

- Are required to participate in the Company 3 tier induction process within one month of joining the Company. This includes a HR, local and New Staff Induction.
- Are required to engage in mandatory Fire Safety, Safeguarding and Equality & Diversity awareness training every 2 years. From time to time there may be other training deemed mandatory for specific groups of staff to attend. The expectation is to complete all mandatory training requested within the timeframe allocated and failure to do so will be a disciplinary offence.
- In order to keep up to date with developments in the Company field of work, technology, legislation and Company policies and procedures amongst other

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activities, full time staff will need to complete a minimum of 30 hours CPD per academic year. For part time staff this is pro-rated in accordance with the contracted hours. Centres/areas are allocated an amount from the HR budget annually based on previous spend and forthcoming priorities to help fund any activity deemed essential to an individual's job.

- Staff who are designated first-aiders must have a relevant and current First Aid qualification. The health and safety team will hold a record of the staff who require this training and HR will invite the individuals to update their training periodically.
- Staff who are designated fire marshals and incident controllers are required to attend fire marshal and incident controller training every two years. HR will invite staff to a session when the update is required.
- Must engage with the use of ILT/e-learning and complete a range of blended learning workshops including mandatory e-learning. For new staff these must be done as part of the induction process.
- Maintain membership with affiliated organisations linked to your subject specialism. i.e., CIPD membership
- Attend CPD both internally offered and externally sourced as deemed essential to the job role in accordance with the peer/observation action plans.

Identification of CPD needs and CPD planning.

Each member of staff has a job description which sets out what is expected of them in their post. This will be used in defining CPD for all post holders. The job description and the appraisal process also form a major part in the identification of on-going development which aims to measure performance against agreed objectives and identify any staff development which may contribute to the completion of the objectives.

CPD needs are identified in number of ways by the individual, managers and the HR function and can include but is not exclusive to:

- Centre's/service areas working alongside HR via the HR representatives to develop a coordinated approach to planning staff development and maximising the use of available resources. This can be actioned via focus groups held in centre, request for ideas for CPD at team meetings and ensuring feedback is provided as to the HR offer once commissioned.
- Through discussions with the line manager via the informal capability procedure, whereby any CPD activity identified to support staff to work more effectively will be addressed and supported, budget allowing.
- The needs of staff new to the Company should be identified by the line manager in accordance with the probation policy, whereby staff can identify CPD requirements they wish to undertake or require undertaking the new role.

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- The needs of staff transferring to a new role within the Company should be discussed within four weeks of taking up the position at a 1:1 meeting to ensure staff have the knowledge and skills to fulfil the role.
- Through the priorities identified by centres/service areas during the annual business planning cycle and submitted to HR via the request forms.
- Observations of Teaching, Learning & Assessment.
- Peer observations and Annual Programme Review is received within the Quality and Standards team.
- Actions arising from staff surveys and associated solution groups.
- Feedback from existing programmes of activity such as the management development programmes, OTLA workshop activities.
- Staff Voice initiatives.

Employees can request training that is delivered in whichever way they believe is most appropriate and effective. For example, they might request training which would be:

- undertaken on the Company premises or elsewhere.
- delivered whilst they are performing their employment duties or separately.
- provided or supervised by the Company, any other Company or training provider.
- undertaken without supervision.

When a CPD need is identified, consideration should be given to the most appropriate method for completing this need, taking resources into consideration. The Company may provide financial assistance to those undertaking formal qualifications via the part time extended application process. However, providing financial assistance will be dependent on staff being up to date with all required mandatory training. Please refer to the CPD guidance notes for further information. The decision communicated on funding courses will be final. CPD requirements are drawn together by the HR department who at times may suggest alternative methods of completing these needs.

Monitoring and evaluating CPD.

Evaluation is important as it should be used to ensure that the learning has worked or has a measurable impact. On completing CPD all staff are required to provide an evaluation of the activity and update their CPD log and report back to both the line manager and the HR department any actions to address to share the knowledge gained to other colleagues within the Company. Managers are also asked to report on the effectiveness of training through the supervision and appraisal system, reporting relevant information to the HR department. This information will be collated by HR and an analysis presented to Company Board of Governors on an annual basis.

4. STAKEHOLDER CONSULTATION

This policy and associated guidance were created following consultation with the Policies and Procedure Committee, the Company Leadership Team and the Director and Chief

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Executive.

5. MONITORING AND REVIEWING

- 5.1 The HR team will evaluate its provision by verbal feedback, questionnaire, focus groups and self-assessment, and will review practice thereafter.
- 5.2 As part of Rapid Improvement Limited's continued commitment to training and development employees are required to provide feedback on the value and effectiveness of the training and development they undertake.
- 5.3 An annual report on HR impact and statistics on the level and type of activity will be submitted via the governance committee structure annually.
- 5.4 The Policy will be reviewed and renewed every 2 years by the Policies and Procedures Committee

6. RELATED POLICIES AND PROCEDURES

There are a number of related policies and procedures that underpin the Continuous Professional Development Policy:

- CPD Policy Guidance
- HR Strategy
- Performance Appraisal Scheme
- Induction Policy
- Probation Policy
- Capability Policy and Procedure
- Observation, Teaching, Learning & Assessment Policy

7. MANAGEMENT RESPONSIBILITY

The Operations and Recruitment Manager and Head of Centre and Quality and the Company Director in line with the Policy & Procedures Quality Improvement ~~and~~ will manage the effective operation of the policy and associated procedures.

8. EQUALITY IMPACT ASSESSMENT

Qlympus Academic and Training Services Limited is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this ~~policy~~ has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.