

KING EDWARD VI COLLEGE

NUNEATON

PROCEDURAL STANDARD FOR

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Strategic Ownership:	Vice Principal Curriculum & Quality
Approved by SMT:	Approved
Date Reviewed by JCC:	Awaiting Review
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CONTINUING PROFESSIONAL DEVELOPMENT POLICY

1 Introduction

- 1.1 King Edward VI College recognises and values Continuing Professional Development (CPD) as a means of developing the knowledge, skills and experience of all employees to achieve personal and organisational objectives.
- 1.2 All employees, irrespective of their category of work or type of contract, will have an equal right of access to training and development support provided by the College. There will be no discrimination, in terms of access to development activities, on the grounds of gender, gender identity, race, sexual orientation, religion or belief, age or disability.
- 1.3 All CPD activities shall be of the highest quality, of good value for money, and relevant and appropriate in terms of content, method of delivery and accessibility. Training activities should meet the needs and aspirations of employees and the College in accordance with personal and organisational goals identified via employees' Individual Reviews, Lesson Observations and the College's Strategic Plan.

2 Aim

- 2.1 The aim of the policy is to ensure that all CPD activity supports the College's ability to deliver its strategic aims. It should enable College to:
 - Attract and retain high quality staff
 - Engage in and encourage a passion in our work
 - Support and develop staff to achieve their best
 - Promote equality of opportunity and diversity
 - Develop leadership and management skills at all levels

3 Objectives

- 3.1 In line with requirements from the Department for Education, teaching staff are required to complete a minimum of 30 hours of CPD (pro rata for part time staff) in any one academic year. All CPD activity undertaken must be recorded and retained by each individual member of staff.
- 3.2 An annual College CPD plan will be produced by the Vice Principal Curriculum and Quality.

- 3.3 The annual CPD goals will depend on the organisational and personal objectives identified through the strategic and development planning processes and the Individual Review procedure. In any event the goals shall take account of issues including:
- The Strategic Aims, Mission and Values of the College
 - The College's Strategic Development Plan
 - Current and future direction of curriculum of the College
 - College Single Equality Scheme
 - Continuing personal and professional development requirements
 - Requirements for professional and vocational qualifications
 - The operational objectives of College teams
 - Employee's Individual Staff Reviews
 - Lesson Observations
 - Collaborative working within and between institutions
 - Any other legislative requirements, e.g. in relation to health and safety.
- 3.4 Professionals have a responsibility to keep their skills and knowledge up to date and they gain many benefits, both personal and professional, from doing so. An employee is expected to apply the appropriate commitment to complete the training activities sponsored by the College.
- 3.5 The College should provide for all employees to undertake appropriate and necessary CPD activities during paid time.
- 3.6 Part-time employees will not be treated less favourably than comparable full-time employees with regard to time off for CPD activities.
- 3.7 The induction procedures shall be fully integrated into the CPD programme for new employees.
- 3.8 Mentoring of new and existing employees and job changers is a valuable means of achieving shared workplace experience and promoting excellence in the workplace. Employees taking on the responsibility for mentoring or training colleagues will be given reasonable time in relation to these additional duties.
- 3.9 College will support union representatives to undertake training to fulfil their role.

4 The Roles of the VPCQ and the Personnel Manager

- 4.1 The VPCQ shall be responsible for the strategic overview of the College's CPD needs. The Personnel Manager has some responsibility with respect to the needs of Support Staff. Individual team leaders shall be responsible for identifying and addressing team needs.
- 4.2 The outcomes of the needs analysis will be a CPD plan, derived from the sources listed in 3.3, above.

- 4.3 The VPCQ or Personnel Manager will be responsible for reporting the CPD Plan to the SMT and the Personnel Committee of the Governing Body.
- 4.4 The VPCQ and Personnel Manager, delegated through team leaders where appropriate, will be responsible for:
 - 4.4.1 The provision of details on the range of development opportunities available.
 - 4.4.2 Ensuring the efficient organisation of both internal and external training.
 - 4.4.3 Monitoring and evaluating all training programmes.
- 4.5 The VPCQ will be responsible for ensuring that participating in planned CPD is recognised as part of the role of every member of staff.
- 4.6 The VPCQ will be involved in undertaking the planned development of staff through a documented system of Individual Review.
- 4.7 The Personnel Manager will be responsible for inducting all new members of staff into the College's procedures and various policy and operational frameworks. This will be in conjunction with input from Senior Managers and Line Managers throughout the academic year.

5 In-house CPD

- 5.1 The whole College CPD days each year will have planned programmes which will be related to college-wide needs as expressed in the annual CPD plan.
- 5.2 At the discretion of the VPCQ, these whole College days may be disaggregated, to allow individual teams to pursue their own development needs.
- 5.3 Regular shorter CPD sessions will be planned into the calendar to allow teams to plan, carry out and evaluate their own CPD at the team level. A key theme of these sessions will be the sharing of good practice.
- 5.4 General training and development activities will, wherever reasonably practicable, be scheduled and delivered flexibly to allow employees to attend.
- 5.5 Planned specialist events will be organised as required, targeting specific aspects of operation, a limited number of staff and utilising in-house experience or external providers.

6 Individual training requests

- 6.1 The College will seek to provide support for extended individual development leading to a professional qualification, where it is in line with the whole college strategic plan.

- 6.2 Where there is a statutory and/or contractual requirement to gain a qualification, the training programme will be provided for by the College, subject to the availability of sufficient funds. Employees will be required to take advantage of any grants or subsidies that may be available.
- 6.3 The College will determine, after consultation, the appropriate amount of paid time off for the employee to undertake statutory and/or contractual training.
- 6.4 Part-time employees will not be treated less favourably than comparable full-time employees with regard to time off for training. Where part-time employees have more than one College employer, discussions should take place on how best to arrange their training.

7 Evaluation of the Training and Development Plan

- 7.1 The implementation of the College's CPD plan will be monitored throughout the year, and evaluated at least annually by the VPCQ.
- 7.2 The results of the evaluation will be shared with the SMT and the Personnel Committee of the Governing Body.
- 7.3 The annual evaluation will inform the next CPD planning cycle.
- 7.4 Particular care will be taken in the monitoring and evaluation process to ensure that there is no discrimination on the grounds of gender, gender identity, race, sexual orientation, religion or belief, age or disability, and that all employees, full or part-time, have equal access to training and development opportunities.