

Rochdale Training Association Ltd

Occupational Continuous Professional Development Policy

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Approval Body	Senior Leadership Team
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Is this Policy included in the Staff Handbook?	No

Occupational Continuous Professional Development Policy

Introduction

1. Rochdale Training believes that all teaching and/or assessment staff should be involved in a continuing process of occupational development relevant to their area(s) of teaching and/or assessment.
2. We believe that a carefully planned programme of CPD improves standards, raises morale, and provides a teaching to distinction ethos.
3. All those involved in teaching and/or assessment shall have an entitlement to equality of access to continuous professional development.
4. Opportunities of development will be identified during staff appraisals.
5. The focus of CPD will be on improving standards in all areas and the quality of teaching and learning. It enables staff to learn or refresh their industrial skills relevant to their area(s) of teaching and/or assessment. Rochdale Training will ensure that mechanisms are in place to disseminate good practice in CPD that supports and improves teaching for learning through standardisation activity.
6. All forms of occupational CPD will be based on the following principles:
 - a. All staff should be encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work.
 - b. All staff will have regular opportunities to discuss their development needs and professional aspirations.
 - c. All staff have a responsibility to participate in Rochdale Training's focused CPD and personal career development.
7. We will use a range of providers/employers of provision and endeavour to source the provision of CPD according to the best value. Quality Assurance mechanisms ensure that we access provision of a consistently high standard.

Leadership and Management of CPD

1. The Senior Leadership Team will delegate the responsibility of the leadership and management of CPD to the relevant Department Managers.
2. The Department Manager will be responsible for the co-ordination, approval, and monitoring of occupational CPD for their department on an annual basis, ensuring activities have been achieved and are affective.
3. The Department Manager will ensure all staff have fair opportunity to undertake occupational CPD on an industry risk basis e.g. Engineering and Adult/Child Care are high risk compared to Business Administration. The Manager will also encourage all staff to keep up to date with current thinking and practices in their sector via membership, secondments, attendance at forums and use of the magazines of their sector institutes. Examples include Chartered Management Institute, Institute of Engineering Technicians.
4. The Department Manager will ensure their Associates maintain their occupational CPD independently of their Associate Contract with us. This should be reviewed at contract review.

Quality Department Support for CPD

The Quality Department will carry out regular formal and drop-in observations of Teaching, Learning and Assessment. From these, generic issues are identified. The Quality Department will also pick up on new or innovative approaches to teaching, learning and assessment.

In addition, the Head of Teaching, Learning and Curriculum will provide 1-2-1 support to meet individual issues.

Annual updates/refreshers on Prevent/Safeguarding/British Values and Equality & Diversity are mandatory for all staff, sub-contractors, and associates.

Planning for CPD

The arrangements for CPD will be managed and coordinated by the appropriate Departmental Manager. This is to meet the needs of the business/department and the requirements to maintain occupational CPD in the areas staff assess/teach/quality assure. Areas of CPD will be identified during staff annual appraisals. Occupational CPD opportunities will be approved when they:

- Meet identified individual, company, customer, or national development priorities
- Are based on good practice
- Help raise standards of “teaching to distinction”
- Respect diversity and inclusion
- Are in a setting which will allow opportunity to develop new opportunities of learning relevant to the areas the staff teach/assess in
- Are planned systematically e.g. one whole week in industry annually
- Are based, where appropriate, on relevant standards
- Help improve employees sector expertise

REVIEW:

The policy will be reviewed at least once a year.