

Continuous Professional Development (CPD) Policy



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1. PURPOSE

Arena Learning values its employees and their expertise and understands the impact they have in contributing to its continued success. Teaching, Learning and Assessment (TLA) is Arena Learning'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 Arena Learning to deliver outstanding TLA.

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

Arena Learning focuses on three key levels for staff development:

1. Strategic - to enable staff to meet the expectations of Arena Learning 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 in order 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 leadership team.

2. SCOPE

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

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

3. OBJECTIVES

General principles for CPD

Arena Learning CPD process is closely aligned to Arena Learning's planning and review cycles via consultation with Leadership team, Teaching, Learning and Assessment team.

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 Arena Learning will make a number of commitments to its staff via 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 Arena Learning by sharing best practise, utilising staff's strengths and supporting the establishment of internal networks to provide staff support in improving practise
- The HR department will hold the responsibility centrally for the organisation, administration and delivery of all CPD which will be aligned to Arena Learning strategic plan. This work will involve collaboration with the Quality team in support of the observation process, learning walks and centre reviews.
- 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 Arena Learning 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 Arena Learning 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 the Curriculum Self-Assessment Review (SAR) process analyses strengths and areas for improvement in relation to meeting the needs of current learners and the pattern of future learners and contribute to the CPD of Arena Learning.
- Gain post-course feedback from the line manager at a termly interval to check on identified outcomes achieved by attendance at the event and action plan stated prior to attendance has been concluded with in house dissemination of knowledge.

Standards

Arena Learning 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 FORMAL teaching 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 Teaching and Assessment Staff (TAS) 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
- Involvement in sharing best practice forums on TLA
- 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 Arena Learning 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 TLA
- Involvement in sharing best practice forums on TLA
- 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
- 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 TLA
- Maintain membership with affiliated organisations linked to your subject specialism i.e CIPD membership

Corporation Board - 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 Arena Learning induction during their first month of service. This will be carried out by a Director
- Individual skills audits will take place periodically and a Director 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 a Director

- 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 Arena Learning induction process within one month of joining. This includes a HR, local and New Staff Induction
- Are required to engage in mandatory fire and 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 Arena Learning field of work, technology, legislation and Arena Learning policies and procedures amongst other 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 to the contracted hours.
- 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/elearning and complete a range of blended learning workshops including mandatory elearning. 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 to 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 forms 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:

- Departments 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 Arena Learning 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 to undertake the new role
- The needs of staff transferring to a new role within Arena Learning 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 department 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's
- Actions arising from staff surveys and associated solution groups
- Feedback from existing programmes of activity such as the management development programmes, TLA 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 Arena Learning premises or elsewhere
- delivered whilst they are performing their employment duties or separately
- provided or supervised by Arena Learning, College 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. Arena Learning 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 OD 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 Arena Learning. 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 the governors on an annual basis.

4. STAKEHOLDER CONSULTATION

This policy and associated guidance was created following consultation with the Policies and Procedure Committee, Arena Learning Leadership Team.

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 Arena Learning 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 3 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. Please click onto the link below to view the various documents:

- [CPD Policy Guidance](#)
- [Induction Policy](#)
- [Probation Policy](#)
- [Capability Policy and Procedure](#)
- [Teaching, Learning & Assessment Policy](#)