

CPD POLICY

OPEN TRAINING COLLEGE

1. Definitions

College defines Continuing Professional Development (CPD) as:

'an ongoing process of learning and development that continues for the duration of a person's working life. The activities which lead to professional development may be formal or informal and a range of learning methods should be available to account for the different types of knowledge required and to enhance learning in different ways.'

2. Purpose

The purpose of this policy is to outline the Open Training College's approach to supporting the continuing professional development of the staff team.

3. Scope

The scope of this policy includes the identification of CPD requirements for all staff employed by the College and an appropriate College response. This includes but is not limited to the provision of formal education, formal and informal training, mentoring, and conference /seminar attendance. The need for CPD may arise in response to programme developments, normal activity of the College, evolution of new systems, procedures and/or projects undertaken in accordance with strategic objectives of the College. CPD may also be provided as support to individuals to pursue self-defined CPD goals. While the College does apply the Performance Achievement policy and procedures of St. Michael's House, this CPD policy is not currently associated with any staff appraisal procedures, and should not be used as a tool for staff appraisal in the absence of an agreed procedure.

4. Policy Statement

The Open Training College is a "learning community" where all are involved in a continuous process of improvement and enrichment. The College is committed to fostering a positive climate for continuing learning. CPD is the means by which the College is able to motivate and develop its community. It does so at a variety of levels - individual, team, whole College and through wider networks with an emphasis on collaborative learning.

The College believes that effective staff members should take ownership and give a high priority to professional development. We believe that a coherent and progressive opportunity to develop both

professionally and personally improves standards and raises morale through personal and professional fulfilment, and also aids recruitment and retention.

All those involved in the College community shall have an entitlement to equality of access to high- quality induction and continuing support and development.

Staff induction: This induction will include at a minimum, a detailed description of all of the following areas:

- The Pedagogic Framework
- Design and Delivery
- Blended, Face-to-Face and Online Delivery
- Module and Lesson Planning
- Engaging Delivery
- Technical Guidance
- Moodle Essentials
- Using Zoom for online classes
- Creating groups
- Using Tools in the Digital Classroom
- Teaching practical skills in person and online
- Assessment
- Guide to Examination Hall and Online Exams
- Guide to Online Assessment
- Continuous Assessment
- A Guide to Marking and Grading
- Academic Integrity

Annual Reporting: The CPD activity of all staff members is gathered by way of a 'CPD Record Sheet' on an annual basis. These forms record "Informal", "Non-formal" and "Formal" activities for each member of a

department and are issued and gathered by that department's Director/Head. The records are based on the previous calendar year and completed at the start of the next calendar year.

The complete department records are then forwarded to the Head of Quality & Academic Affairs (HQAA), who produces a report on these recent CPD undertakings, in order to inform the need for any further CPD, budgets and for the identification of any particular individual/departmental professional development needs. The report is presented to the College's Executive Committee (CEC) and shared with each department as appropriate.

The central features of the CPD policy comprise effective auditing and identification of need and aspiration, in line with College strategic objectives; ensuring appropriate match of provision to learning needs of the individual, the team and the College as a whole; reliable and explicit evaluation of the impact of provision; effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced, within the scope outlined above.

The College's CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in College's Strategic Objectives. The College will encourage professional recognition including accreditation of the CPD undertaken.

The College recognises and supports the CPD for all registered Social Care Workers. To this end, specific CPD opportunities for all personnel involved in the development, design, delivery and assessment of the B.A. in Social Care are provided. The focus of this is on communicating and fostering an understanding of the practice of the Social Care profession among professional and non-profession staff involved with the programme. All relevant staff must complete the CPD outlined by the Programme Director and update their records accordingly. The programme director reports on all CPD activity to the Teaching, Learning and Assessment committee.

5. Roles and Responsibilities

The College's Executive Committee (CEC) is responsible for the maintenance, review and implementation of this policy and will oversee the coordination of all CPD activities. The CEC will be supported and assisted by the Programme Boards in all relevant aspects of this policy. The CPD policy will be reviewed periodically by the CEC which is chaired by the Assistant College Director.

Policy Title:		Continuing Professional Development
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Approving Authority:		CEC
Document Owner/Contact:		Head of Quality & Academic Affairs
Supporting documents, procedures & forms of this policy:		<ol style="list-style-type: none"> 1. Identifying CPD Need and Provision of CPD to Staff 2. Individual Staff CPD Record Form and CPD Guidelines 3. Report on the Provision and Impact of CPD
Audience:		Public access
Reference(s)		National Forum: Professional Development Framework (PDF)