

# 1 CPD POLICY

## **1.1 Principles, Values and Entitlements**

1. Eukleia is a “learning community” where all are involved in a continuous process of improvement and enrichment. Eukleia is committed to fostering a positive climate for continuous learning. CPD is one means by which Eukleia is able to motivate and develop its community.
2. Eukleia believes that all staff members should take ownership and give a high priority to professional development“. It believes that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and assists recruitment and retention.
3. All those involved in the Eukleia community shall have an entitlement to equality of access to high-quality support and development subject to the CPD furthering the aims of the company.

## **1.2 Identifying CPD Needs**

1. Eukleia will have a named CPD Leader who shall be deemed to be fulfilling a leadership and management responsibility in relation to this post. The CPD Leader will receive training and support as appropriate in order to fulfil this role effectively.
2. The CPD Leader shall be responsible for coordinating the identification of Eukleia’s CPD needs. Such needs will be identified largely through existing mechanisms such as Performance Management, self-evaluation, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams. The outcomes of the needs analysis will be a CPD plan.
3. The CPD Leader will be responsible annually for discussing with the Board the main CPD priorities and the likely budgetary implications of addressing these needs.
4. Requests for accessing CPD should be addressed to the CPD Leader who will decide on the most effective means.
5. The CPD Leader shall provide and update details of the range of opportunities available and be responsible for communicating relevant opportunities to appropriate staff. The information will be kept updated and made accessible and available to Eukleia community.
6. The CPD Leader shall be responsible for ensuring that appropriate opportunities are provided for the following groups of Eukleia community:

- Trainers
- Instructional Designers
- Course Designers/ Developers
- Finance & Administration officers

7. The CPD Leader will be responsible for ensuring that providers are of sufficient quality.
8. The CPD Leader will be responsible for ensuring the efficient organising of opportunities, e.g. booking, confirmation and for providing appropriate support such as organising relevant resources, setting up appropriate meetings and organising membership of, and subscriptions to, appropriate bodies such as trade associations and professional bodies.

The CPD Leader is currently ..... Aga Sykulska

### **1.3 CPD Provision**

1. The opportunities available will only be offered if they:

- meet identified individual or corporate priorities
- be based on good practice - in development activity and in teaching and learning
- help raise standards of learner's achievements
- respect cultural diversity
- be provided by those with the necessary experience, expertise and skills
- be planned systematically and follow the agreed programme except when dealing with emerging issues
- provide value for money
- have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision.

2. Eukleia will support a wide portfolio of CPD approaches identified according to "Best Value" principles and which reflect the learning effectiveness of the participants. These include:

- in-house training using the expertise available within Eukleia
- participation in elearning training using courses developed by Eukleia and / or external providers and delivered via Eukleia's Learning Management System.
- attendance at conferences, breakfast meetings and conferences organised by associations and professional practices
- coaching and mentoring and engaging in a learning conversation
- job enrichment/enlargement (e.g. a higher level of responsibility, front line working in someone else's job, job sharing, acting roles, job rotation, shadowing, leading meetings)
- accessing an external consultant/adviser or relevant expert such as on Advanced Action Scripting Skills

- postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition
- distance learning (e.g. relevant resources such as educational journals and publications, training videos, reflection, simulations)

## **1.4 Evaluating Impact and Disseminating Good Practice**

1. Following professional or other development, the participant will discuss with the CPD Leader the opportunities to disseminate to other staff. Relevant feedback about the provision and the ideas should be provided for the CPD Leader. Where it is agreed that there would be benefit in a wider circulation or follow up, the CPD Leader will be responsible for organising that, e.g. circulating relevant resources, a session at a staff meeting

2. The CPD Leader will be responsible for ensuring whether any follow up is needed to the provider, e.g. feedback.

3. The CPD Leader shall be responsible for assessing the value for money aspect of CPD through seeking to monitor and evaluate impact. This will be undertaken at a variety of levels including:

- immediate/short term evaluation by participants
- longer term follow up for a sample of CPD undertaken usually at a period no less than 6 months following the provision
- informal discussion with colleagues about improved practice

4. Annually the CPD Leader shall provide a report to the Board on the benefits of the CPD undertaken and future needs.

**This CPD policy will be reviewed annually by the Board**