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CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

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1   CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY STATEMENT

Primary Goal recognises that Continuing Professional Development (CPD) of management & staff is a major priority. Internal processes are designed to meet its needs as an employer, to satisfy identified organisational requirements & to fulfil the needs of the individual.

The aim of CPD is to ensure that all employees are given the necessary support and time to develop the knowledge, skills & attitude required to carry out their jobs efficiently & to provide every opportunity for career development. This includes the teaching, training and assessing skills required to deliver apprenticeships effectively, and the technical sector subject knowledge required to do this to the required standards as a minimum.

The responsibility for the strategic planning of CPD and staff development lies with the HR Manager and the Board.

All CPD is designed to support the staff of Primary Goal to help deliver the highest quality service, and to contribute to achieving the mission and strategic aims of the business as published on the Primary Goal website (www.primarygoal.ac.uk).

Primary Goal will provide adequate resources and facilities to ensure that the commitments stated in this policy are met.

2   APPROACH TO CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Company Strategy: Primary Goal commitment is to secure an ability-based workforce where the decision to employ is based upon the philosophy of "the best person for the job", underpinned by our Safer Recruitment practice and on individuals meeting the requirements of the job criteria. Progression is based on merit, with individuals given the help needed to attain their full potential to the benefit of the company and themselves.

Onboarding CPD is given to all new employees to familiarize them with the policies, procedures, practices and to illustrate their role, responsibilities and accountabilities within the company. This process is also used to identify any early CPD required to support individuals' development.

Individual CPD Plans and Records: are maintained for all CPD and personal development activities to record the achievement of progress, objectives and to assist in the identification of further CPD needs. These are kept on the Company's training portal.

Personal Development, appropriate, job related, further education is considered an important element of career development and as an asset to the company. Employees are encouraged to make full use of internal and external resources available.

CPD Needs are reviewed annually as part of staff annual appraisals. This is reviewed and revisited through quarterly performance reviews. The observation of teaching, learning and assessment which forms part of Primary Goal's Quality Strategy also informs the development plans of individual staff members. Specific feedback from Primary Goals' IQA is shared with Senior Management to inform delivery & curriculum staff one to ones and the development of CPD Plans. These plans include identified areas of improvement in both teaching and training knowledge and practice, and in technical sector knowledge.

Resources and organisations used to support sector specific CPD for the IT sector include Microsoft, CompTIA and BCS training sessions. Further training is arranged with industrial partners such as EdTech businesses SENSO.CLOUD, Tablet Academy and Concero. Where required, staff are supported to attend workshops, training days and bootcamps as appropriate.

Resources and organisations used to support teaching and training knowledge include membership of AELP, and attendance at partner training days. Primary Goal also funds attendance at quality and compliance focused training days supplied by Ofsted and the ESFA. Primary Goal trainers & coaches are appropriately qualified teachers or as a minimum hold PTTLS and /or Assessor qualifications. In the instances where staff progress internally into teaching roles Primary Goal funds their PTLLS training and qualifications as a minimum.

We also work closely with both of our End Point Assessment partners. This includes verbal feedback, the use of Grade Reports and expert training on preparing learners for gateway and End Point Assessment.

Specific additional training is available to those who require it to deliver specific services or support to learners such as Information, Advice and Guidance (IAG), Safer Recruitment & Mental Health Awareness training is funded to Level 2 and Level 3 as required by funding rules or best practice, with staff allowed time to undertake this training as required. Education and Training Foundation online courses and resouces are also used to support staff and Board Members' knowledge of specific areas such as Safeguarding.

Time is made available to all staff to undertake sector specific, teaching and continuous professional development (CPD) within paid hours. Staff are expected to undertake **at least 0.5** days of training every month.

Monitoring All CPD is tracked and recorded on our online Learning Management System IMPROVE online. This information can be used to generate a single central training record, and also to track compliance with mandatory training. CPD is also included in Board reporting, to   ensure that the Board can scrutinise and provide effective oversight of staff development.

Reviews of CPD form part of staff quarterly reviews and annual appraisals as par of performance management. Information from these processes and overall levels of CPD are reviewed at by the HR Manager. Where Staff Performance is not at the required levels, CPD is considered as part of addressing any development needs or underperformance.

Any concerns regarding CPD should be raised with the HR Manager

4   REVIEW

Primary Goal will review this Policy annually. The review will be undertaken by the Management Team, with a nominated member of the Governance Board or Management Team responsible for leading the review.