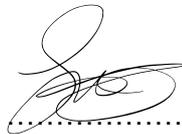


Continuous Professional/ Personal Development Policy

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Signed:



Printed Name: Stephen Smith

Job Title: Managing Director

Date: 3rd August 2021

Purpose

Simply One Stop t/a as Learn Plus Us (LPU) provides teaching, training and assessment services in the Childcare, Health Care, Hair and Beauty, Physical Fitness and Business Service sectors. We believe in helping Apprentices and learners to reach their full potential, through professional and personal development. This ethos underpins our approach to our colleague Continuous Professional / Personal Development (CPD). The purpose of this policy is to set out how the organisation manages, delivers, and monitors the impact of CPD for all colleagues (employees and freelancers).

CPD activities at Learn Plus Us fall under two categories:

- Mandatory updates – legislation, changes to Standards and/or qualifications, health and safety, safeguarding, equality, diversity and inclusion, occupational competence.
- Developmental; professional and personal – new job role, additional responsibilities, new Standards and/or qualifications, career and succession planning, areas of particular interest, IQA, End Point Assessor, Ofsted Nominee (this isn't an exhaustive list).

CPD activities are planned as part of the annual appraisal and training cycle. Our intent is for CPD activities to have a positive impact on the individual, our organisation, our Apprentices and learners, our employers, and our wider society.

Our Company Mission, Vision and Values

Mission:

To equal excellence in the workplace, by breaking down barriers and developing people.

Vision:

To become a leading training provider offering innovative and high-quality learning experiences to all our customers. Whilst still ensuring we support all learners to achieve timely regardless on their background and prior attainment.

Values:

The following values to underpin and guide its day-to-day activity and future development:

- Ensuring that everyone has the ability to learn and develop both personally and professionally despite their background or starting point.
- All staff at LPU strive to provide an environment that is both nurturing and challenging so that all learners have the opportunity to discover their own unique way of learning while gaining the confidence and life skills to succeed.

Our Aligned CPD Principles

C - Continuing

- Colleagues demonstrate their commitment to developing their competence through the CPD activities.
- Development is continuous in the sense that colleagues actively seek to improve their sector, teaching and training expertise, knowledge, skills and performance.
- Regular investment of time and learning is seen as an essential part of professional life, not as an optional extra.

P - Professional

- Colleagues show an active interest in the internal and external environment and in the continuous development and improvement of self and others at both organisation and individual levels.
- Outcomes should reflect the professional benchmarks of their occupational sector and have a tangible equality impact measure.
- Learning objectives should be clear and serve individual and ideally, client and organisational needs.

D - Development

- The starting point is a realistic assessment of what needs to be learnt to meet the demands of the ever-changing professional, business, teaching and training worlds.
- Development is owned and managed by the individual, learning from all experiences, combined with reflection as a key activity.
- Using the new knowledge and skills to work more effectively and inclusively with colleagues, clients, stakeholders, customers, teams and individuals both within and outside of the organisation.

Research Source: CPD

Learn Plus Us Requirements

This policy sets out the organisation's requirements of all colleagues; employees and freelancers:

- Maintain professional knowledge and competence.
- Seek appropriate support if business needs require involvement in new areas of activity.
- Ensure that our colleagues provide a professional, up to date and insightful service.
- All teaching, training, assessment and quality assurance colleagues will maintain a CPD log, that is updated throughout the year, and will be reviewed by line managers as a minimum twice a year.

Research Source: CPD

Why is CPD Important?

Our organisation views training as an investment as we understand that our employees are our greatest asset. Well trained employees are highly motivated and therefore perform well in their role which is crucial to the success and development of LPU.

It is our intent to actively encourage and develop our employees and freelance colleagues in their life-long learning and make it an integral part of the organisation's activities and ethos. Our CPD programme for all colleagues ensures that we:

- Further increase learner and employer satisfaction, by exceeding customer expectations.
- Continue to achieve the highest grades at End Point Assessment.
- Maintain and further improve the outcomes of our short course delivery.
- Deliver high quality training programmes through a highly skilled delivery team.
- Innovative in meeting the needs of our learners and their employers.
- Develop and retain a highly skilled and motivated workforce.
- Nurture talent and develop each individual's potential.
- Provide promotion and other career enhancing opportunities.

- Proactively deliver a cycle of continuous improvement to further improve colleagues. expertise, knowledge, skills and performance.
- Can confidently expand our offer in existing sectors and introduce new aligned sectors.
- Can bring innovative approaches across all areas of the business.
- Provide standardised training to meet / maintain the professional standard of Awarding Organisation and End Point Assessment Organisations.
- Achieve and retaining Ofsted Grade '2' GOOD and aspire to Grade '1' OUTSTANDING.
- Retain our Matrix Accreditation.
- Maintain minimal ESFA audit errors.
- Raise standards in our sector.
- Build our reputation as an employer of choice.

The Benefits of CPD

Training and developing employees enhance confidence and enthusiasm and is integral in developing a highly motivated skilled workforce. Additionally, it has a positive impact on the individual, their team, the organisation and enables the individual to fulfil the demands of their role effectively. Promoting CPD provides employees with a 'window' to 'see the bigger picture' and to think strategically about the organisation and its services, which results in a high standard of training being delivered to our Apprentices, learners and their employers.

How We Continually Develop our Colleagues?

We ensure all colleagues are provided with an equal opportunity to undertake training and development identified to perform their role effectively at all stages of employment.

- Induction
- Supervision/Performance Review
- Appraisal
- Promotion
- Observation of teaching and learning
- Learner and Employer Feedback
- Changes to Standards and / or qualifications
- New Standards and / or qualifications

The organisation's commitment to training and development starts with every new employee by completing a 3-day minimum introduction programme at our head office where they are introduced to our organisation, our culture, practices, working ethos and mandatory CPD in Safeguarding, Prevent, GDPR health and safety and EDI followed by our comprehensive 12-week full induction programme.

The purpose of the 12-week induction process is to enable a new employee to be fully supported whilst they embrace the organisation's culture and practices and learn to understand the needs of the learner and employer.

A mandatory structured CPD programme is attached to each member of the delivery team to support their development of teaching and training knowledge, skills and performance. Such as:

- Standardisation of Awarding Organisation Qualifications.
- Standardisation of End Point Assessment.
- Training and standardisation of new Apprenticeship standards as they are published.
- Observation of Teaching and Learning.

- Relevant mandatory qualifications for each job role / activity.
- Retaining occupational competency in their sector area.
- Additionally, CPD training is mandatory for all employees such as:
- Safeguarding / Prevent.
- Information Advice and Guidance (IAG) / Careers Advice.
- New qualifications / Standards.
- Health and Safety.

Non-teaching colleagues have mandatory CPD that's relevant to the job role, e.g. someone in a data entry role will undertake annual funding rules update training and systems update training.

The CPD Process and Portfolio

Mandatory and developmental training and development is planned, monitored and recorded through 'Breath' our HR system, managed by line managers with support from the HR Administrator. We use the annual appraisal cycle to formerly plan and review CPD, and ensure it is aligned to the Quality Improvement Plan (QIP) and our business strategy / intent and succession plan.

CPD logs are updated 6-monthly as a minimum, however we encourage employees to update more frequently and use the log to reflect on what's been learnt and how it's impacted on how to carry out their role.

Managers monitor the professional development of their team through the one to one process, improvement in performance, feedback from learners and employers and through discussion with the individual about self-confidence, further development and any areas they still need support with.

Tutors and Quality Assurers maintain their occupational competence by completing work placements with our employers, volunteering, reading sector publications, having relevant memberships, using on-line updates and through relevant network activities. Information is shared across the sector teams as part of the standardisation sessions.

The organisation provides a variety of online and face to face CPD training that is available to all colleagues which they are actively encouraged to utilise. It is also important that everyone recognises that CPD training is encompassed in a variety of other methods such as:

- Sector specific meetings
- Team meetings
- One to one with their line manager / colleague training on a new system / process
- Mentoring
- Job shadow
- Working with colleagues from other areas of the business
- Peer to peer review
- External courses, workshops and webinars

As employees progress in their careers, we encourage them to take on additional responsibilities as part of their CPD. For example, attending a meeting on behalf of their manager, providing holiday cover for their manager, carrying out research into a specific area, leading on a project etc.

Apprenticeship

LPU is an advocate of Apprenticeships, we actively encourage employees and their line manager to consider an Apprenticeship programme when discussing their professional development. This can be delivered internally or through another specialist training provider.

Impact Statement

At Learn Plus Us we are keen to understand the impact our teaching, training and assessment has on our learners and Apprentices and the same principles are applied internally. When agreeing CPD programmes and activities with our colleagues, we are clear about the expected outcome in terms of a qualification / certificate / new knowledge, as well as the intended impact on the individual, their team, the business and if applicable our learners, Apprentices, and employers. Impact can mean different things to different people, for us it means 'what difference has it made?' We use this review of impact as part of our quality improvement cycle and to inform us about suitable CPD programmes and activities going forwards.

Cost Reimbursement

Employees who undertake external training courses with significant cost implications will be required, before commencing the course, to sign an undertaking to repay a proportion of the costs of the course if they leave the organisation's employment within 12 months of the end of the course.

The cost of the course includes course fees, examination entrance fees, professional subscriptions, books etc.

This requirement to repay the organisation's will be reduced by 1/12th of the course costs for each complete month that the employee remains employed by the Company after the end of the course.

Should an employee leave the business during the programme, we will calculate the cost to the business to that date and the employee will be asked to repay the full direct costs.