CPD Policy

Presented by: **Innovate Learning Centre CIC**

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1.0 Introduction

1.1 Commitment

Innovate Learning Centre CIC recognises that its greatest asset is its staff. We support high-quality induction and continuing professional development (CPD) to raise standards and morale.

1.2 Scope

Applies to all staff—academic, administrative, part-time and full-time. Covers induction, probation, promotion, and ongoing professional development.

2.0 Induction

2.1 Process

Induction spans the first 3 months after appointment, aligning with probation. Includes orientation on facilities, policies, staff introductions, and access to materials.

2.2 Resources Provided

Staff receive a handbook, access to college platforms, policy documents, and learning resources. Development needs are assessed early on.

3.0 Career Development

3.1 Continuous Learning

All staff are encouraged to stay updated in their subject areas and broader educational developments.

3.2 Peer Support

Includes peer review, feedback, and internal knowledge sharing via workshops or committees.

4.0 Staff Review and Development Scheme (SRDS)

4.1 Overview

Applies to all staff. Conducted annually, aligned with performance appraisal.

4.2 Implementation

Heads of Departments oversee the reviews. Line managers handle admin staff. Reviewers receive appropriate training.

5.0 Financial and Other Support

5.1 Funding

Limited funding available for relevant CPD. Staff may also attend Innovate Learning Centre's own in-house courses at reduced or no cost.

5.2 Approval

Requests for financial support must be submitted to the Principal.

6.0 Planning and Recording CPD

6.1 Needs Assessment

Identified via appraisals, feedback, meetings, and peer review.

6.2 Recording

All CPD activities—internal or external—must be logged. Staff are expected to maintain updated CPD records and reflect this in their CVs.