CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

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1. INTRODUCTION

Oxford College Ltd recognises that Continuing Professional Development (CPD) is vital for maintaining a high-quality teaching and support environment. This policy outlines the framework through which the college supports staff in enhancing their knowledge, skills, and professional competence to meet evolving educational standards and learner needs.

2. PURPOSE

This policy is designed to:

- Encourage lifelong learning among staff at all levels.

- Ensure compliance with national education quality frameworks.

- Promote a reflective and improvement-oriented institutional culture.

- Maintain staff competency aligned with curriculum and regulatory requirements.

3. SCOPE

This policy applies to:

- All academic and administrative staff, including part-time and freelance workers.

- Employees at all stages of their careers, regardless of seniority.

- All training and development activities that contribute to improved professional practice.

4. PRINCIPLES

Oxford College Ltd supports CPD through:

- A structured, documented approach to training and development.

- Opportunities for both internal and external learning.

- Individual ownership of CPD alongside managerial and institutional support.

- Recognition of informal, formal, and experiential learning.

5. CPD REQUIREMENTS

Minimum Annual Hours:

- Academic Staff: 20 hours

- Administrative Staff: 10-15 hours

- Senior Management: 25 hours

Types of Recognised CPD Activities:

- Accredited short courses and qualifications.

- Attendance at workshops, seminars, and conferences.

- Research, academic publishing, and peer-reviewed submissions.

- Participation in quality assurance reviews and peer observations.

- Self-directed learning, webinars, and relevant reading.

- Mentoring, coaching, and contributing to professional networks.

6. CPD PLANNING

6.1 Annual CPD Planning

- Each staff member prepares an annual CPD plan aligned with role-specific goals and college priorities.

- Plans are reviewed and agreed upon with line managers during performance appraisals.

6.2 CPD Logs

- Staff maintain a personal CPD Log detailing activity type, duration, provider, outcomes, and reflection.

- Logs are reviewed twice annually by managers and submitted to HR at year-end.

7. RESPONSIBILITIES

Principal:

- Oversees the strategic alignment of CPD with the college mission.

Line Managers:

- Identify development needs through observations and feedback.

- Support access to relevant training opportunities.

Quality Assurance Manager:

- Monitors CPD engagement and quality.

- Coordinates internal training schedules and CPD events.

Human Resources:

- Maintains records of CPD participation.

- Reports on compliance and assists with training arrangements.

Staff:

- Plan, undertake, and reflect on their CPD activities.

- Share good practice with colleagues and participate in group learning.

8. FUNDING AND SUPPORT

- The college funds selected CPD events aligned with strategic needs.

- Time off for training is granted within workload models.

- Staff may request external funding support subject to budget and approval.

9. EVALUATION AND IMPACT

- The effectiveness of CPD is assessed through feedback, teaching observations, and learner outcomes.

- CPD participation informs promotion, recognition, and future development planning.

10. NON-COMPLIANCE

- Persistent failure to engage with CPD may result in performance management procedures.

- Exceptions due to illness or special circumstances must be documented and reviewed.

11. REVIEW

This policy is reviewed annually or in line with updates to educational standards and staff development frameworks.

Approved by:

Principal, Oxford College Ltd

Date: 21 May 2025