

Continual Professional Development

Staff Guidance

The Learning Support Centre is committed to supporting our staff with their Continual Professional Development (CPD). This may be training necessary for your role, role development or a course applicable to the wider company.

There will be three training weeks throughout the academic year in September, December and April where The Learning Support Centre will provide training opportunities for staff. This will be unpaid but the training courses will be free of charge. Other training opportunities that come up throughout the year will also be emailed to you for information.

As part of your role you may be asked to take part in training which will support you in your role and delivering a quality service.

Please follow this guidance to ensure that you are requesting your CPD appropriately and any CPD undertaken is recorded in the correct location on People HR.

The guide includes:

- Staff Development Request
- Staff Development Review
- Training Log
- Continual Professional Development Log

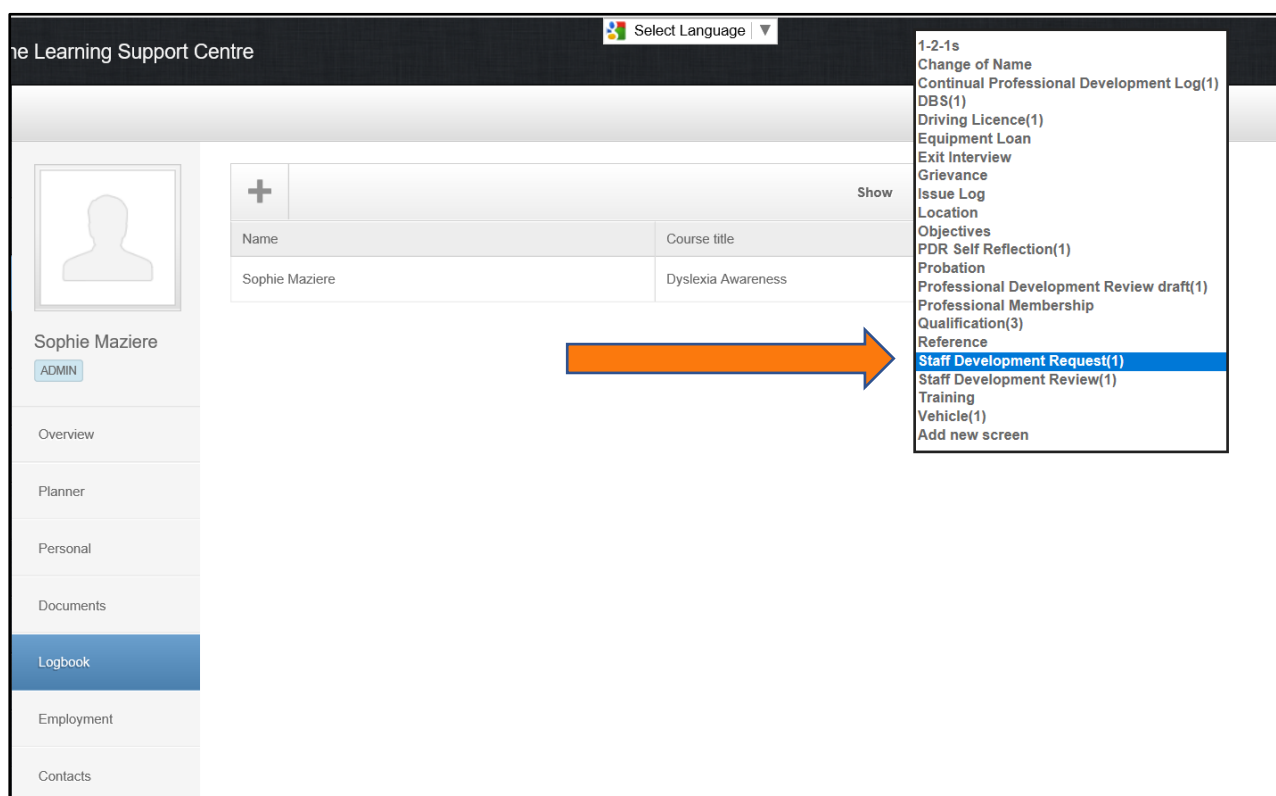
Staff Development Request

If you are interested in a training course or formal development opportunity that you feel will add value to your role and you could disseminate to the team, you need to seek agreement from your line manager. You can make a request to the Operations Manager for support in covering the cost. This is up to £100 per academic year.

In order to do this, you need to complete a Staff Development Request form on People HR. This can be found under the Logbook section of your account. You need to complete this form at least three weeks before the training commences.

Please note that you cannot apply for financial support for the following:

- Membership fees
- A contribution exceeding £100 per academic year
- Mileage or transport costs



The screenshot shows the 'Learning Support Centre' interface. On the left, there is a user profile for 'Sophie Maziere' with an 'ADMIN' button and a sidebar menu with options: Overview, Planner, Personal, Documents, Logbook (highlighted), Employment, and Contacts. The main area displays a table with columns 'Name' and 'Course title', containing the entry 'Sophie Maziere' for 'Dyslexia Awareness'. A '+ Show' button is visible above the table. A dropdown menu is open on the right, listing various options. An orange arrow points from the 'Show' button to the 'Staff Development Request(1)' option in the dropdown menu.

Name	Course title
Sophie Maziere	Dyslexia Awareness

- 1-2-1s
- Change of Name
- Continual Professional Development Log(1)
- DBS(1)
- Driving Licence(1)
- Equipment Loan
- Exit Interview
- Grievance
- Issue Log
- Location
- Objectives
- PDR Self Reflection(1)
- Probation
- Professional Development Review draft(1)
- Professional Membership
- Qualification(3)
- Reference
- Staff Development Request(1)**
- Staff Development Review(1)
- Training
- Vehicle(1)
- Add new screen

You will be required to pay for the staff development yourself and claim back the agreed amount of funding once you have completed and reviewed the training.

Please be aware that this will be reviewed annually. There is a limited budget and many relevant training opportunities, so not all requests will be able to be approved.

It is up to you to be proactive in accessing this support for your continual professional development.

Staff Development Review

Once your request has been approved and you have completed the training course, you are required to complete a Staff Development Review form on People HR. This must be submitted within a month of completing the training.

The screenshot shows the 'People Learning Support Centre' interface. On the left is a navigation menu with options: Overview, Planner, Personal, Documents, Logbook (highlighted), Employment, and Contacts. The main area displays a user profile for Sophie Maziere with an 'ADMIN' button. Below the profile is a table with columns 'Name' and 'Course title'. The table contains one entry: Sophie Maziere for the course 'Dyslexia Awareness'. To the right of the table is a 'Show' button. An orange arrow points from the table area to a dropdown menu on the right side of the screen. The dropdown menu lists various activities, with 'Staff Development Review(1)' highlighted in blue. Other items in the list include: 1-2-1s, Change of Name, Continual Professional Development Log(1), DBS(1), Driving Licence(1), Equipment Loan, Exit Interview, Grievance, Issue Log, Location, Objectives, PDR Self Reflection(1), Probation, Professional Development Review draft(1), Professional Membership, Qualification(3), Reference, Staff Development Request(1), Training, and Vehicle(1).

Please also submit an Expenses Claim Form on the next timesheet submission day. You will then be refunded the amount that was agreed when you made the staff development request.

Training Log

When you have undertaken an **accredited** training course, you must add the details of the course and the certificate to People HR as soon as possible after you have completed the course. It is essential that we record this information in the correct location for auditing purposes. Please inform your line manager when you have done this.

Accredited training must be recorded separately from non-accredited CPD as we need to be able to collate a specific list for reference purposes.

The screenshot shows the Learning Support Centre interface. On the left is a user profile for Sophie Maziere with an ADMIN button and a sidebar menu including Overview, Planner, Personal, Documents, Logbook (highlighted), Employment, and Contacts. The main area displays a table with columns for Training, Importance, and Status. A table row shows 'OCN London Level' and '2 Note Taking Training for Students with Disabilities' with 'Mandatory' importance and 'Completed' status. An orange arrow points from the table to a dropdown menu on the right, which lists various categories such as '1-2-1s', 'Change of Name', 'Continual Professional Development Log(1)', 'DBS(1)', 'Driving Licence(1)', 'Equipment Loan', 'Exit Interview', 'Grievance', 'Issue Log', 'Location', 'Objectives', 'PDR Self Reflection(1)', 'Probation', 'Professional Development Review draft(1)', 'Professional Membership Qualification(3)', 'Reference', 'Staff Development Request(1)', 'Staff Development Review(1)', 'Training(1)' (highlighted in blue), 'Vehicle(1)', and 'Add new screen'.

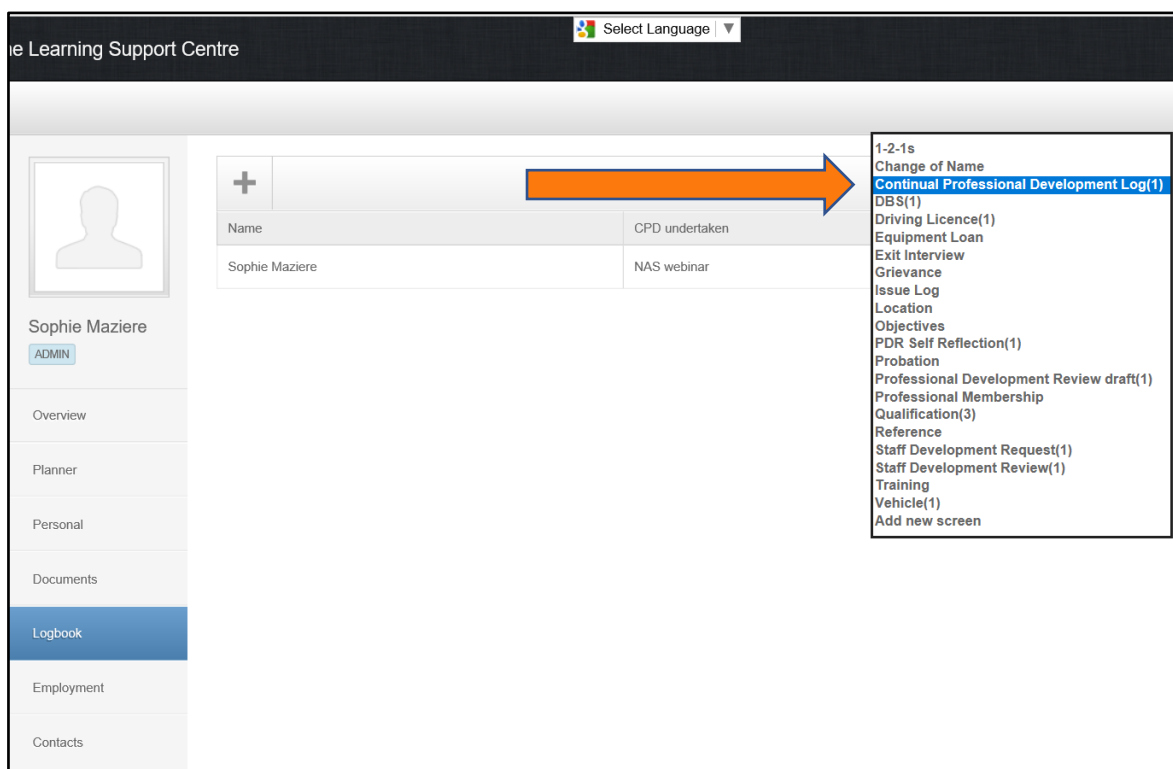
Training	Importance	Status
OCN London Level 2 Note Taking Training for Students with Disabilities	Mandatory	Completed

- 1-2-1s
- Change of Name
- Continual Professional Development Log(1)
- DBS(1)
- Driving Licence(1)
- Equipment Loan
- Exit Interview
- Grievance
- Issue Log
- Location
- Objectives
- PDR Self Reflection(1)
- Probation
- Professional Development Review draft(1)
- Professional Membership Qualification(3)
- Reference
- Staff Development Request(1)
- Staff Development Review(1)
- Training(1)**
- Vehicle(1)
- Add new screen

Continual Professional Development Log

It is important that all CPD is logged as this can count towards requirements for role specific professional membership and will also be reviewed at your Professional Development Review. It is expected that all staff are proactive in undertaking CPD.

All staff must log any **non-accredited** professional development that they undertake in the Continual Professional Development (CPD) log on People HR.



The screenshot shows the 'Learning Support Centre' interface. On the left is a navigation menu with options: Overview, Planner, Personal, Documents, Logbook (highlighted), Employment, and Contacts. The main area displays a user profile for Sophie Maziere with an 'ADMIN' button. Below the profile is a table with columns 'Name' and 'CPD undertaken'. The table contains one entry: Sophie Maziere, NAS webinar. An orange arrow points from the table to a dropdown menu on the right. The dropdown menu lists various categories, with 'Continual Professional Development Log(1)' highlighted in blue.

Name	CPD undertaken
Sophie Maziere	NAS webinar

- 1-2-1s
- Change of Name
- Continual Professional Development Log(1)**
- DBS(1)
- Driving Licence(1)
- Equipment Loan
- Exit Interview
- Grievance
- Issue Log
- Location
- Objectives
- PDR Self Reflection(1)
- Probation
- Professional Development Review draft(1)
- Professional Membership
- Qualification(3)
- Reference
- Staff Development Request(1)
- Staff Development Review(1)
- Training
- Vehicle(1)
- Add new screen

You can upload any evidence and certificates in the log.


Examples of Continual Professional Development are:

- Webinar
- Attendance at a conference
- Reading a role related journal
- Publishing a blog

Continual Professional Development Log ✕

Please record each CPD task that you undertake on this Log. Please upload any evidence / certificates as files alongside the Log.

Info	Files (0)
------	-----------

Name	*	<input type="text" value="Test"/>	✕ ✎
CPD undertaken	*	<input type="text" value="X"/>	✕ ✎
Number of hours	*	<input type="text" value="X"/>	✕ ✎
Source/Provider	*	<input type="text" value="X"/>	✕ ✎
Date of CPD	*	<input type="text" value="21/03/2017"/>  ✕ ✎	

+ Add New Field

Delete

Cancel Save