

CareSkills
Training in Health and Social Care

CareSkills CPD Policy 2019

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CareSkills recognises the continual improvement of the core values of Teaching, Learning and Assessment (TLA) is a key factor which underpins our continued success. The organisation is committed to providing a supportive environment for all staff encouraging personal well-being and professional development.

Purpose

This policy:

1. Aims to outline the principles by which Continuous Professional Development (CPD) is encouraged and supported at CareSkills to deliver outstanding TLA.
2. Recognises that staff development can play a critical role in building the capability of the workforce.
3. Aims to provide managers and staff with a framework that supports and encourages the CPD of all staff and ensure that planning for CPD is an integral part of CareSkills's cycle of quality improvement.
4. Aims to demonstrate CPD is viewed and utilised as a development toolkit to help support and motivate staff in performance capability situations and develop, through TLA Observations, strategies to identify excellence in learning and teaching

Implementation

The impact of CPD initiatives will be monitored through measures such as:

- Teaching and Learning Observations
- Feedback from students and from employers via questionnaires
- Analysis of complaints and incidents
- Inspection by Ofsted and other quality assurance agencies
- Analysis of staff recruitment and selection processes.
- Staff Appraisals

Associated Publications

The principles and aims of this policy are endorsed by other CareSkills policies and procedures, including:

Staff Appraisal Process

Induction

Time off to train/ study

Range of HR policies

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Responsible Person

Overall responsibility for this policy, its continuing effectiveness, and related CPD issues lies with the Training Director.

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Policy Statement

For the purposes of this policy, CPD is any activity which enables a member of staff to be more effective in carrying out his or her professional duties and this policy applies to all staff. This applies to centrally coordinated courses, in house events, in-fill onto commercial courses or external attendance at events, e-learning, workshops, work shadowing and part time extended courses. CareSkills will aim to support individuals through a variety of means within the prevailing budgetary provision and identified business need.

Development activities which have no direct relevance to the individual's role or objectives of CareSkills are not within the remit of this policy.

All staff are supported and encouraged to acquire and develop the relevant knowledge, skills and competencies to enhance their performance in their current role and, where they are involved in succession planning, for their next role within CareSkills. No member of staff will be treated less favorably when accessing development opportunities on the grounds of any protected characteristic as defined by the Equality Act 2010.

In order to gain optimum benefit CareSkills's CPD process is closely aligned to other planning and review cycles including staff induction; performance review appraisals; the annual planning cycle; observation of teaching and learning framework and annual occupational subject reviews.

Staff must proactively engage with and take responsibility for their own development. In addition to undertaking mandatory and relevant training and as requested for a particular role, they are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

All internal training activities will support the need to heighten awareness of equality and diversity and safeguarding issues. Where relevant, this will be reflected in the design, content and delivery of each activity. Where a CPD activity is commissioned from an external provider, the training specification supplied by CareSkills will include the need to heighten awareness of E&D and safeguarding issues and meet the needs of all delegates.

CareSkills must ensure that staff are trained to levels appropriate to their roles in order to perform legally in the best interest of themselves, of others and of CareSkills. Participation in certain staff development activities will therefore be mandatory for all staff to undertake annually/every 2 years, depending on their role.

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Identification of training needs

CPD needs are identified in a number of ways:

- Managers must discuss CPD needs with each of their staff at least annually as part of the Staff Appraisal Process
- Quarterly performance reviews
- Six monthly reviews of assessment practice, occupational and Functional Skills
- Monthly 1:1 meetings and learning sessions with the Training Director
- Monthly Standardisation/ moderation team meetings
- Through discussions via the staff capability procedures in place
- The needs of staff new to CareSkills should be identified in accordance with the probation policy
- The needs of staff transferring to a new role within CareSkills should be discussed within four weeks of taking up position
- Observations of teaching and learning & Assessment
- Evaluation of feedback from current programmes

New Members of Teaching Staff

All newly appointed teaching staff without a teaching qualification and/ or with less than three years relevant experience as a teacher in Further/ Higher Education, are required to:

- achieve both the A1 & V1 awards within 12 months of appointment
- achieve a teaching qualification as essential to carrying out the role for level 2 and 3 trainer assessors

Mandatory Training

- All academic staff who are involved in peer observation/ Observation of Teaching, Learning & Assessment (OTLA) will attend annual mandatory observation training
- All staff who have an identified area for improvement from the action plans associated with the OTLA/ peer reviews must attend mandatory teaching and learning/ advanced practitioners workshops

Members of staff involved in management activities

- All newly appointed managers are offered a mentor to support them in their role
- All newly staff must complete the managers checklist at induction