

Professional Development Policy

Introduction

Clifford College recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there is adequate training and development provided for all employees.

Objective

The purpose of Clifford College's professional development policy is to ensure that:

- employees are properly trained in the skills they need to carry out their present jobs at a standard acceptable to all stakeholders;
- employees are provided with the skills they need for changes in the way jobs are carried out and developments in the industry;
- employees are encouraged to develop their skills and talents to enable them to progress within Clifford College and reach their full potential.

Clifford College is committed to making the most effective use of the talents, skills and abilities of its workforce and to helping all employees maximise the contribution they can make. To demonstrate its commitment, Clifford College has formalised its training through this policy statement and through the allocation of specific resources.

Opportunities for training will be based on an assessment of employees' development needs and aspirations, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin or sexual orientation. Staff should take individual responsibility for their professional development. If development opportunities are identified, including training for qualifications, then they should discuss these with the Centre Co-ordinator or head of Quality to agree plans and finance for these. Professional development needs may be identified through the following process:

- Improvement planning
- Performance management
- The individual member of staff identifying a training need
- Work scrutiny

All of the training team take responsibility for keeping records of continuous professional development which detail attendance at external events, participating in webinars, completing relevant online modules, carrying out research, visiting employers, private study, working to achieve a range of qualifications to maintain and update their expertise. They also sign up for notifications and updates from awarding organisations, professional bodies, sector skills councils, industrial partnerships and government departments.

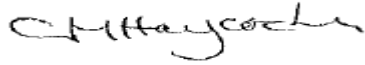
The team participate in events to share experiences within the sector with the introduction of Standards and preparation to go through Gateway and prepare for end point assessment.

Clifford College has external quality assurance visits from awarding organisations to ensure their delivery, assessment and quality assurance meets all of their quality standards. During these visits they also observe practice and check continuous professional development records to ensure their sector expertise is maintained. In addition, our staff are regularly observing learners in the workplace which keeps occupational knowledge up to date.

Implementing the policy

Advice and guidance on any aspect of Clifford College's training policy is available from the Head of Quality.

Signed



Christine Haycocks

Head of Quality

Policy last review date - 1st August 2025

This policy will be renewed annually, next review date - 1st August 2026