

SALUTEM CONTINUING PROFESSIONAL DEVELOPMENT POLICY AND PROCESS FOR ALL SALUTEM EMPLOYEES

Issued by *Gemma Kemp* Last Review: *November 2023* Review date: *November 2024*

Scope and purpose

Continuing professional development (CPD) is a priority and an entitlement for all Salutem staff. Our vision states that we aim to create a team environment where all staff can reach their potential. We expect all staff to continually develop the knowledge, expertise, skills and behaviours to deliver a quality service by gaining qualifications, undertaking training and keeping practical skills up to date.

The purpose of this policy is to:

- Improve the quality of learning and teaching
- Provide the highest standards of support and guidance to our learners
- Contribute to professional aspirations and career progression
- Enable Salutem to meet its curriculum aims

Minimum Requirements

All staff are expected to hold the necessary teaching qualifications and to undertake mandatory annual training in the following:

- Prevent
- Safeguarding
- Equality and diversity
- All tutors to complete a minimum of one day of CPD training in their technical area; and example of this could be undertaking practical skills or attending a trade show or making site visits (this is not an exhaustive list).

The CPD Process

All staff undertake an annual appraisal and are expected to follow these guidelines.

Before your appraisal meeting you should allow one hour to prepare

1. Your line manager will send you a copy of the appraisal form and the relevant competency information.
2. Your line manager will contact you to agree a time to meet by the end of that month.
3. Line managers must prioritise appraisal meetings. They must also arrange a suitable location to hold the meeting and let you know where it will be.
4. If you require any coaching, including more understanding of the competencies and how best to use them in the appraisal you should contact the Operations Director.

5. Prior to the meeting, using a scale of Low/Medium/High score your performance against your individual objectives and your achievements against the behaviours, skills and competencies required to fulfil your role. Your line manager will also do the same.
6. Where possible, think about specific evidence to show how well and when the performance measures have been achieved so they can be shared during the meeting. You could also ask two or three people for feedback on your performance. Contact the Operations Director if you need some guidance on how to gain useful feedback for an appraisal.
7. Think about any areas that you feel require further development and be prepared to discuss them.

You should allow a minimum of one hour for your appraisal meeting.

1. This is your opportunity to discuss your performance. Your line manager should only speak for approximately 20% of the time. They may ask questions such as:
 - How has the last year been for you overall?
 - What would you say is your best achievement or what are you most proud of in the last year?
 - Why have you scored yourself as you have? Most of the appraisal will be a discussion around the scores and agreement should be made during the meeting on what score is going to be recorded on the final document and why.
 - How can you improve your scores next year? Use the Development Actions column to highlight any training or development that you both agree might be useful to help improve your performance against any objectives, skills, knowledge, or competencies.
 - Consider recording your planned development on a Competence Development Plan (CPD).
 - What support do you need – is there any other support that you need that hasn't already been discussed?
 - What kind of work or job would you like to be doing in one/two/five years' time? This should be a discussion and your final appraisal form will include what you have both agreed to be realistic.
2. You should come to your appraisal meeting prepared to answer the above questions.
3. You and your line manager should take notes during the meeting. Your line manager will write up the appraisal and send you a copy to review before sending to the Operations Director within one month of the meeting.
4. If before or during the meeting it becomes apparent your job profile no longer reflects the job that you are doing, you should contact the Operations Director.

After your appraisal meeting

Your line manager will produce a final version of the appraisal with the agreed scores shown along with any development actions and a short summary which may also reflect priorities for the next twelve months. If you have chosen to discuss the future this will also be summarised.

Your line manager will return your appraisal form and send a copy to the Operations Director. This document will be kept on file and returned to you for your next appraisal in order to compare any movement in the scoring and reflect on the development actions carried out in the twelve-month period.

The Operations Director, with the support of your line manager, will collate all appraisal forms and development requests with the purpose of identifying a company training plan and ensuring that agreed development requirements are actioned. This plan is reviewed quarterly.

CPD approaches may include: -

- Attending a course or conference
- Completing online training
- Attending internal training using the expertise available within Salutem
- Practical experience
- Collaboration
- Shadowing

Salutem holds at least one team day per year where the whole company reviews its performance for the previous year and assesses the impact of any CPD training.

Internal Quality Assurance

- All tutors are expected to provide a scheme of works and this is reviewed by the Operations Director.
- All training programmes are planned in detail and subject to rigorous IQA processes and we undertake regular feedback sessions with learners and employers to ensure continuous improvement.
- Best practice is shared at the monthly team meeting and used to further develop apprenticeship training programmes.
- All the above is discussed in the formal appraisal, and any training needs identified to maintain and improve standards and meet the needs of the employee, customer, and organisation.
- Observations of each tutor are planned throughout the year to check on performance. If necessary, additional teaching support is put in place after an observation highlights improvement required, and an action plan is agreed to assist improvement in a timely way before re observation is done.

- We ensure that a range of assessment methods are used effectively to support the learners and every opportunity is given to prove competence.
- We hold quarterly IQA meetings with all relative centre staff to ensure standardisation, compliance and currency of assessments. These meetings drive and feed into the Quality Improvement Plan. This live document ensures teaching and assessment is delivered to the highest possible standards. The plan is reviewed every month by the whole team at the team meeting.
- There is a master CPD record, and it is updated every month at the team meeting where all staff who have undertaken training are expected to share the learning with the team. This is cross referenced with the individual learning plans identified in the annual appraisal.



Signed by Malcolm McDermott
Director