

CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY AND PROCESS

Version Number	02
Policy Last Reviewed (date)	23/05/2022
Policy Effective From (date)	22/02/2022
Review Due (date)	23/05/2023
Signature	Jim O'Brien 

Policy Statement

Gi Group Recruitment Ltd CPD Strategy will help to create a confident workforce who will perform to our expected high standards, expertly using new technology to provide the best possible service to all of our users. Our CPD priorities are:

- improve its employees sector expertise, skills and performance using a skills matrix
- improve its employees teaching and training knowledge, skills and performance via internal and external education and training
- Improve its employees skills and performance via a 121 review process, SMART targets.
- ensure learning objectives are tailored to meet employee, customer and organisation needs via training and development activities.
- monitor employees professional development via 121s and a skills matrix

This will enable Gi Group

- To enhance staff's knowledge, skills and ability as trainers, managers, administrators and as relevant to the requirements of their posts.
- To enable staff/trainers to carry out their current and future roles effectively and adapt to change.
- To improve sector expertise and to share best practice

This Strategy is underpinned by key activities in relation to the CPD offered in terms of:

- Mandatory CPD
- The induction process for new staff members

Vision

As a business Gi Group recognise that staff are the key to achieving our Vision, Values, Mission and strategic plan. We are committed to supporting staff in their personal and professional development. Therefore, the company encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training.

Gi Group is committed to attracting, retaining and developing high-quality, ambitious and creative staff, to meet stakeholders and learner's constantly changing educational needs and aims. Our company aims to be an employer of choice with modern recruitment and HR practices that make Gi Group a place where people want to deliver great learning and teaching.

Our company is committed to lifelong learning and staff are encouraged to see development as continuing and lifelong. Gi Group will ensure that CPD activity is managed, implemented and monitored to achieve this purpose. All training and development activity is focused on the development of the individual in the context of organisational need.

Scope

The policy applies to all employees at Gi Group and is based on the following principles:

- Gi Group considers it appropriate to base such training and development opportunities on the requirements of the business, and decisions about investment in employee training and development will be made accordingly.
- Gi Group will ensure that appropriate procedures are in place to plan, deliver and evaluate training and development activity.
- Gi Group seeks to empower its employees to take ownership of their own development, with support from their managers and the organisation as a whole.
- Gi Group believes that its managers have a key role to play in people development.
- Gi Group regularly reviews its overall level of investment in employee training and development to ensure that adequate and appropriate resources are provided
- Gi Group plans its training and development activities in line with organisational needs, employer needs, industry standards and customer needs, and therefore maintains relationships with relevant bodies.

Gi Group provides a range of training and development opportunities to employees. These fall into four broad categories:

- **Programmes relating to the enhancement of sector expertise, skills and performance relating to an employee's current position:** These include internal and external courses providing technical training, for example, specialist training relating to the skills that employees require to keep them up to date in their roles.
- **Programmes leading to the improvement of professional or academic training, skills and performance:** Gi Group encourages employees who wish to do so to pursue continuing professional learning and development and where appropriate to gain further qualifications relevant to their role or to meet new business needs and demands.
- **Programmes that have a specific management or supervisory focus:** These include internal and external courses on manager development, coaching & mentoring, supervisory skills for line managers, and leadership development programmes.
- **Mandatory Training.** This includes all mandatory training relevant to the curriculum and working practice, safeguarding, prevent, online safety, equality and diversity etc.

Decisions on the suitability and applicability of programmes will be considered through the annual review process (Or at anytime in the CPD cycle as deemed necessary), during which individual training and development needs are identified within a personal development plan. Progress on the acquisition of new skills and knowledge will be monitored throughout this process. In addition an annual workforce development plan will identify priorities for group wide initiatives and responding to external drivers.

Roles and Responsibilities for Implementation

Both managers and employees have a responsibility to implement training and development initiatives. Managers should keep up to date with the skills and knowledge required by their teams of employees. There will be an opportunity to discuss development needs through the annual appraisal and review process and agree appropriate courses of training or study. Managers should encourage their employees to undertake relevant programmes. Employees are expected to take up the opportunities provided and report back to their manager on their efficacy and relevance once completed.

Planning and Implementing New Initiatives

Any new training initiatives will be planned as a result of training needs analysis activities, which in turn are part of Gi Groups Appraisal and Review Process. In addition, Gi Group is committed to reviewing training initiatives so that relevant training and development is provided for skills in specific job areas, where work procedures have changed, or where new standards are introduced. Any new training and development programmes offered to employees will be publicised through the normal communication channels, including employee notices and team meetings.

Individual Requests for Training and Development

Employees can request training and development at any time but this will usually be done within annual appraisal and review process, as outlined above. Employees should discuss personal and professional CPD with their line manager.

Monitoring and Evaluating Investment in Training and Development

Gi Group firmly believes that it is critical to the success of both the planning and delivery of training and development activities that the resources invested are monitored and the outcomes achieved are measured. Such outcomes may be demonstrated at an individual, departmental and corporate level. Managers have an important role to play in this process. Gi Group uses its evaluation findings for future business planning and the planning of continued investment in employee training and development.

Recording of Training and Development Activities

Following an annual appraisal and review discussion, a copy of the approved personal development plan should be uploaded to the individual's 1:1 file. This information is collated annually to form the basis of Gi Group forward training and development plan.

Specific Development Initiatives

Learning and development begins on appointment with appropriate induction workshops and mentoring throughout the probation period. On confirmation of appointment HR will provide all new employees with information about their terms and conditions and about their rights and responsibilities as an employee of Gi Group. On commencement of employment, the

line manager will provide locally relevant information in order to ensure the new starter is adequately equipped to establish themselves in their role and to feel part of Gi Group.

Within a reasonable period from the commencement of employment, all new employees are required to attend the corporate Gi Groups induction. A range of supporting induction workshops will also be made available to support new employees as follows:

121 Review Process

Gi Group operates a monthly 121 Review Process for all employees. The central element of the process is reviewing the Learning and Development conversation that provides an opportunity to review the recent activity, to set objectives for the coming period and to plan the employee/professional learning and development that will help to ensure that the objectives are fulfilled.

This is undertaken by a mid-year reviews and a final review. In each review progress should be identified and updated objectives and targets set as appropriate. These learning and development conversations should be supplemented by more informal and regular updates between line manager and direct report throughout the year as appropriate.

Employee/Professional Development

Gi Group for ensuring that all employees are able to maintain up to date expertise in relation to their post. At the same time, employees share responsibility for identifying and agreeing their learning and development needs through the Appraisal and Review Process and then making constructive use of the opportunities made available to them.

Employee/Professional Development may be provided in various ways including:

- Supported enrolment on higher education programmes, teacher training programmes and research-based activities provided within Activate Learning.
- Apprenticeship specific development programmes e.g. CAVA, TAQA
- Supported enrolment on external programmes

In most circumstances support for qualifications, higher levels of study, teacher training programmes or other training may be provided subject to agreement that the individual receiving the support will complete a minimum specified period of employment following the completion of the programme.

Other employee professional development opportunities will include:

- Attendance at relevant conferences and other external events.
- Apprenticeship specific development activities
- Central internal employee development programmes and workshops

Peer Observation

Gi Group recognises that Peer Observation is a powerful means of enabling individuals to review their own practice. All delivery staff are encouraged to participate in peer observation as part of their professional learning and development.

Employee Development for Individuals Appointed without Formal Job-Related Qualification

Where an individual has not previously gained a qualification relevant to their post they will be encouraged to enroll on an appropriate programme within 18 months of their employment.

Gi Group Champion Apprenticeships If an apprenticeship is considered the best route to qualification, this will operate through an apprenticeship with tailored delivery to meet specific requirements and increase the apprentice's impact on core business.

Equality and Diversity Statement

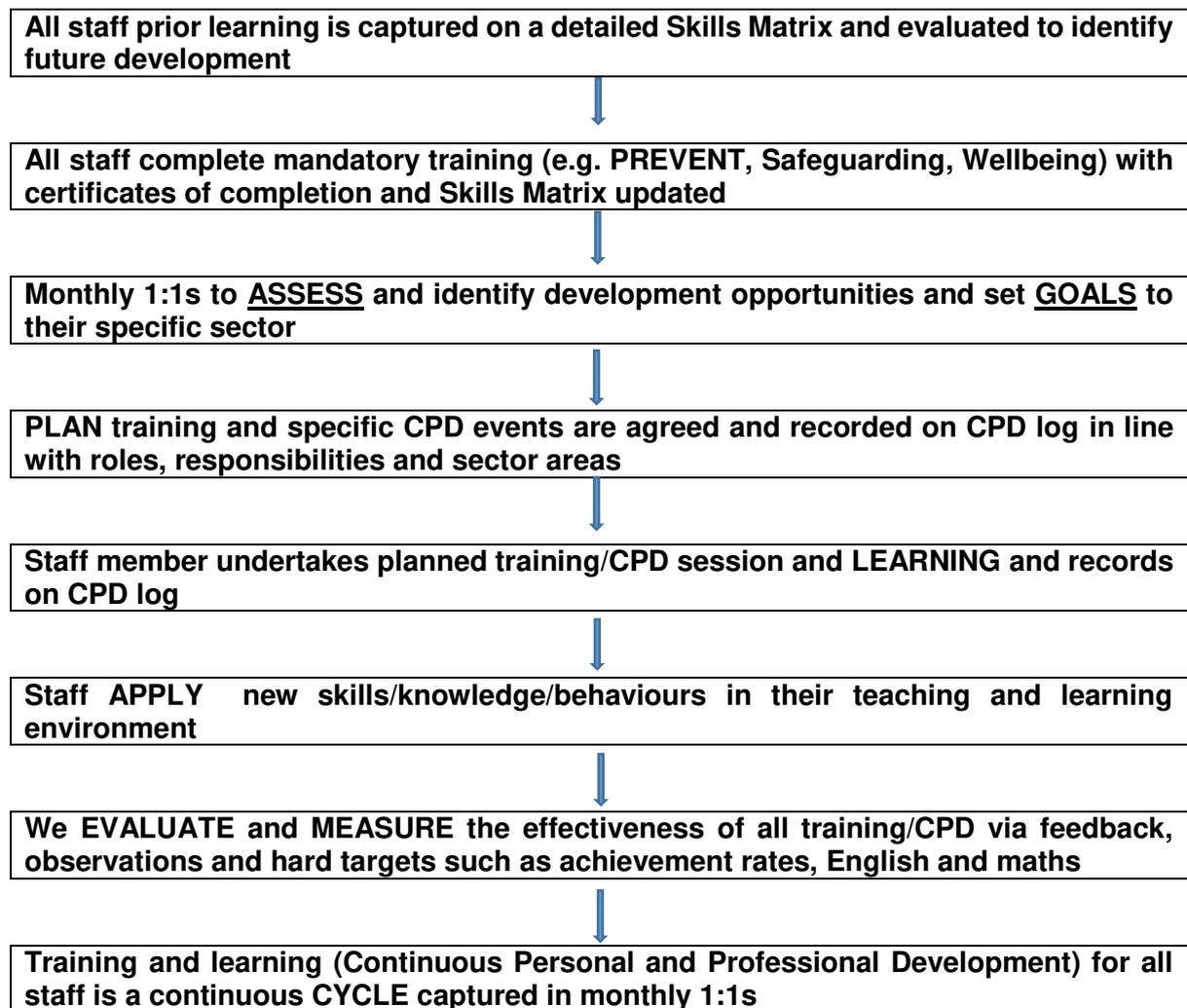
It is the policy of Gi Group to recognise and encourage the valuable and enriching contribution from all who work and learn here and the rights of all individuals who come into contact with Gi Group such as prospective apprentices and job applicants.

We believe that people from a range of backgrounds and experiences can enhance the life and development of the institution and that all individuals should be treated on the basis of individual merit and without prejudice. Gi Group will, therefore aim to provide an education service which actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, economic status, disability, ethnicity, gender, religion/belief, marriage/civil partnership or sexual orientation in both education and employment. We will strive vigorously to remove conditions which place people at a disadvantage and will actively combat bigotry and discrimination. Gi Group expects all employees, apprentices, and associated partner organisations to adopt this policy.

Gi Group is committed to carrying out Equality Impact Assessments on its policies and procedures in order that some measurement is made of the contribution that the policy/procedure makes towards equality and diversity objectives.

Learning and Development Process

Staff development and continued personal and professional development is an integral part of the ethos of Gi Groups strategic aims. All staff have the opportunity to further develop and enhance their skillset and develop the new skills to ensure that they support their learners to be the very best they can be and achieve exceptional outcomes.



Qualifications to support line management and delivery staff development

The table below outlines the qualifications that Gi Group will support their line management and delivery staff to complete to contribute towards their further development. Some of the qualifications listed may be requirement for some delivery roles however Gi Group strive to support all delivery staff to gain further qualifications for their professional development to ensure a high quality training experience for all customers.

Role	Degree/Masters	Teaching qualification	Assessor	Verifier [V1/V2]	Relevant experience/membership
Manager	x L5 Operational Departmental manager or equivalent	x	x	optional	x
Trainer		x	optional	optional	x
IQA	x	x	x	x	x

- improve its employees sector expertise, skills and performance –
- improve its employees teaching and training knowledge, skills and performance –
- Improve its employees skills and performance –
- ensure learning objectives are tailored to meet employee, customer and organisation needs –
- monitor employees professional development –