



TYPE: POLICY	
SUBJECT: CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY	REFERENCE: LWP11
DATE OF POLICY: 1 ST October, 2020	
LAST REVIEWED: 16 th November 2021	
APPROVED BY: The Board of Directors	
<p>1. PURPOSE</p> <p>Learning Works ensures that it lives up to its commitment to excellence by focusing on both operational and professional staff development. The aim of engaging in these levels of activity is to enhance the learner experience.</p> <p>2. SCOPE</p> <p>This policy applies to all staff employed by Learning Works.</p> <p>For the purposes of this policy, continuous professional development (CPD) is any learning activity that enables a member of staff to be more effective in carrying out her/his professional duties. This CPD can be carried out in-house, online/blended or through attendance at external events.</p> <p>3. POLICY</p> <p>Learning Works expects that staff keep updated in their area of expertise and take responsibility for their own professional development. It is of the firm opinion that there is a strong relationship between research and learning and teaching and expects that this relationship is manifested both in the preparation of the lecturing staff as well as in the tasks set to learners.</p> <p>It is mandatory for lecturing staff to engage in four professional development sessions that it organises during the year. Learning Works encourages lecturing staff to submit suggestions for these CPD sessions on areas that they wish to develop apart from ensuring that it covers areas to meet its obligations.</p> <p>The Internal Quality Assurance team (IQA) is responsible for organising, administering and delivery of the CPD sessions that address learning, teaching, and assessment issues. Delivery of</p>	

CPD can also be delivered by lecturing staff who have the required expertise in the areas in question.

Operational staff development will be organised and delivered by the head of institution or her/his delegate.

4. MONITORING AND REVIEWING

The IQA team within Learning Works will evaluate the Institution's training and development provision through feedback forms given to lecturing staff and observation. These will be analysed and a report will be issued at the end of the staff development cycle which will be given to the Head of Institution.

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