



TYPE: POLICY

SUBJECT: CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

REFERENCE: LWP22

DATE OF POLICY:

1st October 2020

LAST REVIEWED:

19th November 2024

APPROVED BY: The Board of Directors

1. PURPOSE

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.

2. SCOPE

This policy applies to all staff employed by Learning Works.

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.

3. POLICY

Learning Works expects staff to keep updated in their area of expertise and take responsibility for their 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.

Additionally, Learning Works expects teaching staff to be cognisant with the appropriate methodology both when delivering face-to-face teaching as well as in online and blended teaching.

It is mandatory for lecturing staff to engage in up to two professional development sessions that it organizes 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.

The Internal Quality Assurance team (IQA) is responsible for organizing, administering, and delivering the CPD sessions that address the learning, teaching, and assessment issues. CPD can also be delivered by academics or lecturers working with Learning Works with the required expertise in the areas in question.

Operational staff development will be organized and delivered by the head of the 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.

Charlo Bonnici
CEO