



TYPE: POLICY
SUBJECT: CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY REFERENCE: LWP22
DATE OF POLICY: 1 ST October 2020
LAST REVIEWED: 9 th January 2023
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 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.</p> <p>It is mandatory for lecturing staff to engage in three 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.</p>

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 lecturing staff 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 analyzed 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