

## **Staff Professional Development Policy CPD**

### **Continuous Professional Development (CPD) Strategy**

Floorskills Limited believes that all staff should be involved in a continuing process of improvement. We are committed to fostering a positive ethos of continuous learning. Continuing Professional Development (CPD) is the means by which Floorskills Limited is able to motivate and develop its staff community. This development takes place at several levels: individual, team, whole Centre and through wider networks. CPD supports and reflects the ethos, values, and vision of Floorskills Limited. This Policy outlines our approach to staff CPD and training and has been based around examples of good practice.

Floorskills Limited believes that a carefully planned programme of CPD improves standards, raises morale, and assists with recruitment, retention, and succession planning. All those involved in the Centre shall have an entitlement to equality of access to high-quality induction and continuing development.

Floorskills Limited will have effective measures in place to audit the professional and personal needs of staff and link to the appraisal system.

The focus of CPD will be on improving standards and the quality of teaching and learning. Floorskills Limited will ensure that mechanisms are in place to disseminate good practice in CPD that supports and improves teaching and learning.

This policy is reviewed annually

#### **All forms of professional development will be based on the following principles:**

- All staff should be encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work
- To develop a culture of work-based learning and practice sharing to keep staff up to date on current legislation, particularly around areas such as equality and diversity, data protection, etc
- To assure and enhance the quality of qualification delivery, development, quality assurance, teaching and learning
- To encourage a culture of life-long learning and reflective practice
- All staff will have regular opportunities to discuss their development needs and professional aspirations
- All staff have a responsibility to participate in Centre focused CPD and personal career development

#### **This Strategy is underpinned by key activities including:**

- Mandatory CPD
- The induction process for new staff members
- Role specific / Continual enhancement of sector expertise, skills and performance CPD

- Improve delivery staff teaching and training knowledge, skills and performance through structured CPD that adds value to the learner experience
- Improve all employees' skills and performance
- Personal development

## **New Staff**

All new staff receive an Floorskills Limited induction training programme to ensure that each new member of staff receives appropriate guidance and training in relation to:

- Understand Floorskills Limited vision, values, purpose, and methods
- Understand their own role in the context of the organisation
- Understand Equality and Diversity, Safeguarding and Health and Safety policies and procedures relating to the role. This via completion of mandatory Education Training Foundation online modules. Staff's knowledge will be checked
- Have an overview of relevant legislation, qualification assessment, delivery and awarding procedures (if appropriate)
- Know the key stakeholders and their roles and responsibilities
- Understand relevant examples of National Occupational Standards or Qualification Specifications/ apprenticeship standard assessment plans Knowledge, skills and Behaviour's requirements (if appropriate to their role)

## **General Staff Training**

In addition to the induction training and individual training, all staff attend regular training on a variety of issues including relevant new legislation (e.g., equality and diversity, data protection), changes to regulatory guidelines and other related subjects.

## **Mandatory Qualifications and Training**

Floorskills Limited will on an annual basis review the qualifications and training that it requires staff to undertake (mandatory qualifications). Staff are required to attend and achieve these mandatory and statutory trainings and qualifications. The exact level and nature of the qualification and/or trainings will be assessed depending on the role and responsibilities that an individual holds.

## **Staff Reviews**

The performance of each member of staff will be reviewed via the staff Performance Review process. Training needs are identified during the Performance Review and training plans put in place. Floorskills Limited is committed to incorporating specific and appropriate duties in respect of implementing its Equal Opportunities and Diversity Policy into job descriptions and work objectives for all staff.

## **Continuing Professional Development**

The emphasis of all CPD activities is on raising understanding, levels of competence and professionalism.

Floorskills Limited recognises that the most effective CPD is that where colleagues can learn from one another through feedback, reflection, self-evaluation, coaching and mentoring.

CPD can take many forms including:

- Attendance at a course or conference
- Training using in-house expertise
- Training using external consultant, adviser, teacher, or another relevant expert
- Visits to other organisations to observe or participate in good practice
- Secondments, sabbaticals, study leave, exchanges, or other placements
- Opportunities to participate in qualification based and validated work
- Distance learning
- Job enrichment activities such as taking a temporary post of higher responsibility, job sharing, rotation or shadowing
- Coaching or mentoring others

## **Leadership and Management of CPD**

Floorskills Limited will have a named CPD lead, who will have responsibility for the leadership and management of CPD. This includes the monitoring and capturing of professional development on our central HR CPD log.

Emma Bourne: CPD Lead

The CPD leader will have access to appropriate support and training to fulfil their role effectively.

The CPD leader will be responsible for collating the CPD needs of the Centre and the staff.

The CPD leader's main responsibilities will be to:

- Keep up to date with CPD developments locally and nationally
- Promote CPD as a central element of performance management and Centre improvement
- Provide details on the range of CPD opportunities and disseminate information to the appropriate staff

- Maintain and develop links with sources of CPD. Ensure procedures for accessing information on CPD are available to all
- Quality assures providers
- Identify the Centres CPD needs through mechanisms such as: Self-Assessment Review (SAR), analysis of staff performance review targets, internal/external monitoring, informal/formal discussions with individuals and teams
- Ensure whether any follow up is needed to the training, e.g., feedback and be responsible for any such actions
- Regularly and accurately update records of the training undertaken by colleagues and advise the appropriate bodies where there are issues of equality of access and involvement.

## **Planning for CPD**

Floorskills Limited arrangements for CPD need to balance the judicious use of resources with the range of aspirations and interests within staff. The following criteria will be used to inform the decision-making process to achieve such a balance. CPD opportunities will be rated more highly when they:

- Meet identified individual, Centre, or national development priorities
- Are based on good practice – in development activity and in teaching and learning
- Help raise standards of achievements
- Respect cultural diversity
- Are provided by those with the necessary experience, expertise, and skills
- Are planned systematically and follow the agreed programme except when
- Dealing with emerging issues
- Are based, where appropriate, on relevant standards
- Are based on current research and inspection evidence

## **Commitment to Improvement of Employees Sector expertise, skills and Performance**

Floorskills prides itself as the market leader in floor laying training with a state-of-the-art academy in Solihull. Our directors have between them won British Champion Installer and represented the UK in European Championships. We work in partnership with BWFA, and our trainers must be proven in the trade and committed to excellence and craftsmanship.

Our trainers work with manufacturers and attend workshops / conferences on the most up to date techniques, innovations and floor designs. We commit a minimum of 3 days a quarter for our trainers CPD and enhancing sector expertise and support our 'Mentor' scheme so that our trainers receive industry updates and exposure to latest techniques and have opportunity to apply them

## **Commitment to Improvement of employees teaching and training knowledge, skills and performance**

Alongside occupational / sector expertise all our employees and direct delivery staff receive teaching / training knowledge. We support tutors to receive Level 3 Award in Education and Training. We also schedule specific teaching / use of resources through 'training days and enrolment on range of programmes as identified through staff reviews, observations and appraisals. This could include

- Enrolment on modules within the ETF Apprenticeship Workforce Development programme referenced in the governments Skills for Jobs White paper
- AELP webinars such as Teaching Excellence / Curriculum Design

## **Learning Objectives and Floorskills curriculum tailored to meet employee, customer and organisation needs**

Floorskills were a leading organisation in the Floor Laying Apprenticeship Standard trailblazer group. We worked and continue to work with floors / tiling manufacturers, employers and trade bodies in the compilation of the assessment plan and worked with End Point Assessment Organisation(S) in supporting resources and the independent assessment plan.

We are employer driven and work with BWFA in ensuring our programmes meet industry needs. As part of our ongoing curriculum review process our tutors are involved in the co-design of training programmes and in the design of our delivery models, we tailor our programmes and learning objectives to meet employer, client and organisational needs. We use multiple mechanisms to ensure our programme and learning objectives continue to meet industry needs through feedback channels such as employer forums, apprentice feedback and relative trade body / associations policy forums.

Signed:



Name: Matt Bourne

Title: Director