

1. Scope

All employees of Expanse Learning

2. Principles, Values and Entitlements

Our CPD Leaders are:

Department	CPD Leader	Administrator	Approver
Group:	Tony Brown <i>(CEO)</i>	Lucy Brown <i>(HR Administrator)</i>	Board of Directors
The College:	Karl Wane <i>(Director of College)</i>	Lucy Brown <i>(HR Administrator)</i>	Tony Brown <i>(CEO)</i>
The School:	Richard King <i>(Director of Schools)</i>	Lucy Brown <i>(HR Administrator)</i>	Tony Brown <i>(CEO)</i>
Corporate Services:	Scott Roberts <i>(Head of Corporate Services)</i>	Lucy Brown <i>(HR Administrator)</i>	Tony Brown <i>(CEO)</i>
Adult Social Care:	Lorraine Woosey <i>(Head of Care)</i>	Lucy Brown <i>(HR Administrator)</i>	Tony Brown <i>(CEO)</i>

Expanse Learning is dedicated to provide a positive “learning culture” where all have an opportunity to be involved in a continuous process of improvement and enrichment. Expanse Learning is committed to fostering a positive climate for continuous learning. CPD is the means by which Expanse Learning is able to motivate and develop its workforce. It does so at a variety of levels such as individual, team, and whole company and through wider networks with an emphasis on collaborative learning.

Expanse Learning believes in the philosophy that “effective personnel should take ownership and give a high priority to professional development”. It believes that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and assists recruitment and retention. The CPD will be co-ordinated by a CPD Leader for each provision with a clear objective and who will be a member of the Expanse Learning Senior Leadership team but whom others will assist in taking forward this policy

Staff shall have an entitlement to equality of access to high-quality induction and continuing support and development.

The central features of the CPD policy comprises effective auditing and identification of need and aspiration, ensuring appropriate match of provision to the learning needs of the individual, reliable and explicit evaluation of the impact of provision, effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced.

Expanse Learning will use a range of types of provision and providers adopting “Best Value” principles in determining these through the Staff Development Plan (SDP) held annually in September and the Staff Development Reviews (SDR) held at regular intervals throughout the Academic Year (Minimum of 1 per term).

Expanse Learning CPD provision will allow staff to progressively develop their skills and competencies, building on and reinforcing existing knowledge and expertise, particularly across the key areas identified in the appropriate Standards Frameworks.

Expanse Learning will support professional recognition including accreditation of the CPD undertaken.

3. Identifying CPD Needs

Each provision at Expanse Learning will have a named CPD Leader who shall fulfil a leadership and management responsibility in relation to the development of our workforce. The CPD Leader will receive training and support as appropriate in order to fulfil this role effectively and attend useful workshops and sessions.

The CPD Leader will:

- be responsible for identifying Expanse Learning CPD needs and such needs will be identified largely through existing mechanisms such as Performance Management, self-evaluation, national and local priorities, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams.
- be responsible annually for discussing with the CEO and the Senior Leadership Team, the main CPD priorities and the likely budgetary implications of addressing these needs.
- attend appropriate Directors meetings and, at least annually, present a report on the provision and impact of CPD.
- review, process and submit for approval to the Board of Directors any requests for accessing CPD
- decide on the most effective means to access the CPD.
- provide and update details on the range of opportunities available and be responsible for communicating relevant opportunities to appropriate staff. The information will be kept updated and made accessible and available to Expanse Learning.
- responsible for ensuring that providers are of sufficient quality.
- be responsible for ensuring that appropriate opportunities are provided for the following groups of the Expanse Learning community:
 - *newly qualified tutors*
 - *other staff new to the Expanse Learning or role*
 - *tutors in their early years (EPD)*
tutors with 5 years+ experience (including those beyond the threshold and those in the later stages of their career)
 - *tutors specialising in teaching particular groups of students*
 - *middle managers/Subject Leaders (Emergent Leaders – Talent Management)*
 - *senior managers in their early years*
 - *more experienced senior managers*
 - *instructors, Teaching assistants & support workers*
 - *secretarial and administrative staff*
 - *parents and carers*
 - *regular supply staff and those seeking to return to the profession*
 - *learners where provision extends beyond the Expanse Learning Staff involved in event management or activity provision*

The Administrator will:

- be responsible for ensuring the efficient organising of opportunities, e.g. booking, confirmation and for providing appropriate support such as organising relevant resources, setting up appropriate meetings and organising membership of, and subscriptions to, appropriate bodies such as subject associations and improvement organisations.

The Approver will:

- be responsible for ensuring that any planned CPD falls within the budget requirements and aligns with both the needs of the business and the long-term strategic plan.

Expanse Learning will have systems and opportunities for teams and the whole organisation to discuss and feed to the CPD Leader details of priorities and methods including the use of the Expanse Learning training days.

4. CPD Provision

The opportunities available will only be offered if they:

- meet identified individual or company development priorities
- be based on good practice - in development activity and in teaching and learning
- help raise standards of students' achievements
- respect cultural diversity
- be provided by those with the necessary experience, expertise and skills

- be planned systematically and follow the agreed programme except when dealing with emerging issues
- be based, where appropriate, on relevant standards
- be based on current research and inspection evidence
- make effective use of resources, particularly ICT
- provide value for money
- have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision.

Expanse Learning will support a wide portfolio of CPD approaches identified according to “Best Value” principles and which reflect the learning effectiveness of the participants.

These include:

- in-house training using the expertise available within Expanse Learning and collaborative activity (e.g. collaborative teaching, planning and assessment, work with a learning team, classroom observation, existing expertise, peer evaluation, collaborative enquiry and problem-solving, modelling)
- coaching and mentoring and engaging in a learning conversation
- job enrichment/enlargement (e.g. a higher level of responsibility, front line working in someone else’s job, job sharing, acting roles, job rotation, shadowing, leading meetings)
- producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or video programme
- accessing an external consultant/adviser or relevant expert
- master classes, model and demonstration lessons
- role play, simulations
- collecting and collating pupil feedback, data and outcomes
- attendance at a lecture, course or conference
- secondments, exchanges and placements (e.g. within a regional or national organisation, an exchange or placement with another tutor, school, higher education, industry, international exchange, involvement with Governing Body)
- postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as NVQs, Higher Level Teaching Assistants, NCSL programmes
- research opportunities
- distance learning (e.g. relevant resources such as educational journals and publications, training videos, reflection, simulations)
- practical experience (e.g. national test or exam marking experience, opportunities to present a paper, contribute to a training programme, co-ordinating or supporting a learning forum or network, involvement in local and national networks, involvement with a subject or specialist association)
- external partnerships (e.g. with a colleague, group, subject, phase, activity or school-based team meetings and activities such as joint planning, observation or standardisation, special project working group, involvement in a formal or informal partnership such as a Network Learning Community)

All those engaged with CPD will be encouraged to:

- reflect on their development using appropriate mechanisms and record any CPD in DatabridgeMIS
- seek professional recognition, including accreditation for the work undertaken. The CPD Leader will provide directly or organise guidance to staff on how such recognition can be achieved

5. Evaluating Impact and Disseminating Good Practice

Following professional or other development, the participant will discuss with the CPD Leader the opportunities to disseminate to other staff. Relevant feedback about the provision and the ideas should be provided for the CPD Leader. Where it is agreed that there would be benefit in a wider circulation or follow up, the CPD Leader will be responsible for organising that, e.g. circulating relevant resources, a session at a staff or subject meeting, introducing a teaching or learning strategy, inclusion on the Expanse Learning websites.

The CPD Leader will be responsible for ensuring whether any follow up is needed to the provider, e.g. feedback, issues of access.

The CPD Leader will review annually whether any aspects of the CPD provision (e.g. service level agreements or subscriptions) do not represent value for money and make appropriate recommendations to the Senior Leadership Team.

The CPD Leader shall be responsible for assessing the value for money aspect of CPD through seeking to monitor and evaluate impact. The CPD Leader shall be committed to ensuring that CPD systems and procedures conform to current research findings.

This will be undertaken at a variety of levels including:

- immediate/short term evaluation by participants
- longer term follows up for a sample of CPD undertaken usually at a period no less than 6 months following the provision
- informal discussion with colleagues about improved practice

Use will be made of appropriate documents to aid the impact, but it will, in any case, comprise hard objective data as well as other beneficial effects such as:

- student attainment
- record keeping
- more effective and embedded teaching and learning such as creativity, autonomy, a greater variety of teaching and learning approaches
- a climate of supporting success and effort
- staff confidence, enrichment, motivation, self-esteem, preparedness to take risks, collaboration, reflectiveness
- student enthusiasm, engagement and commitment
- recruitment and retention
- career progression/promotable staff.

Annually the CPD Leader shall provide a report to the Directors on the benefits of the CPD undertaken and future needs.

6. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance for:	
Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Corporate Services
Policy Reference:	ELGR-HR-004
Version:	1
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

<p>Prepared by Scott Roberts (Assoc. CIPD) 01/09/2020</p>  <p>Head of Corporate Services</p>	<p>Approved by Tony Brown 01/09/2020</p>  <p>CEO</p>	<p>Counter Signatory Karl Wane 01/09/2020</p>  <p>Director of Post 16 Education</p>
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	Policy Reviewed – Amended the CPD Leaders with the addition of an administrator and approver. Referenced DatabridgeMIS.	31/08/2021
2			
3			
4			
5			

Appendix 1 – Continuous Professional Development Request Form



Location: People Management Portal/Documents and Templates/CSTPM26(v2)

Continuous Professional Development Request Form

Please complete the following details and return the form to your Line Manager as far in advance of the course as possible.

Name:			
Position:			
Line Manager:			
Date of request:			
Course Title:			
Provider:			
Date of Course:			
Cost of Course:			
Course Code:			
Location:			
Rationale (A brief reference to the area of work you are trying to improve and why).			
Brief outline of the activity undertaken			
Reason for wishing to attend this course:			
The benefits brought to the organisation (What outcome will you achieve? What will be the impact?)			
Has the value of the course been discussed with your line manager?			
What is the total cost to the organisation?			
Are there any risks associated with the organisation?			
Level 1 Approval (Line Manager)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Print Name:		Signature:	
Date:		Position:	

Appendix 2 – Employee Training Costs Agreement



Location: People Management Portal/Documents and Templates/CSTPM27(v2)

Employee Training costs Agreement

UNDERTAKING TO REPAY COSTS INCURRED DURING EXTERNAL TRAINING COURSES

This Agreement is dated **19/12/2018** and is made between:

(Please Insert Employee Name)
 And
 Expanse Group Ltd

Whereas:

- A. The Employee is employed by the Employer as an **Enter your job title dependent Special School (ISS) Teacher with SEND/SEMH Experience**
- B. The Employee has obtained a place in relation to a course of study leading to the award of **Insert course information**

Please note:

External Training is defined as any training outside of the direct training an employee is required to have in allowing them to perform their job as determined by the company and or by the Health and Safety Executive.

It is hereby agreed and declared that:

- 1) In consideration of the Employer agreeing to meet the costs of the Course which are set out in the Schedule to this Agreement of **£000.00**, the Employee undertakes to reimburse to the Employer the costs if:
 - i) He/she voluntarily withdraws from or terminates the Course early without the Employer's prior written consent;
 - ii) He/she is dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
 - iii) His/her employment is terminated by the Employer for any reason prior to completion of the Course; or
 - iv) He/she resigns from the employment of the Employer either prior to completion of the Course or within (12 months) after the end of the Course, except that, in the latter case, the amount which would otherwise be due to the Employer shall be reduced by [¹/₁₂th] part for each complete calendar month after the end of the Course during which the Employee remains employed by the Employer.
- 2) To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from his wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.
- 3) The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her employment.

Declarations	Employee	Employer <i>(Director / Lind Manager)</i>
Print Name:		
Signature:		
Date:		
Position:		

NB. This Agreement should be signed by both parties prior to the commencement of the Course.