



CAPTIVA
LEARNING

CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Captiva Learning Limited

August 2020

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Purpose & Principles

Captiva Learning Limited (Captiva) understand that our staff team are the key to our success and the driving force behind achieving positive outcomes for our learners. We want to embed a culture of continuous professional development throughout our organisation and understand that in order to achieve our aspiration of becoming an outstanding provider of apprenticeships, we need to ensure that we constantly strive to improve the quality of teaching, learning and assessment at all levels within our organisation. All CPD activity undertaken by people in the business is aligned to Captiva's vision, mission and objectives which are set out on Captiva's website: www.captivalearning.com.

The purpose of this policy is to outline the principles and procedures of how the CPD process is managed within Captiva and how the business supports its staff to deliver outstanding outcomes for learners. Captiva recognises that, as an employer, it has an obligation to support the CPD aspirations of staff, however, staff must proactively engage with and take responsibility for their own professional development.

For the purposes of this policy, CPD is defined as any activity which improves a staff member's ability to do their job or provide an improved service to learners or employers. It is the aim of Captiva to develop a culture of reflective practice and continuous learning to ensure that all staff are able to perform at the highest levels.

Induction

- All staff must provide evidence of relevant qualifications and training upon commencing employment with Captiva.
- All staff must complete mandatory CPD training as part of their induction to cover safeguarding, health & safety and Prevent.
- It is the responsibility of individual line managers to ensure that the relevant CPD required during the induction process is completed in line with current policies.
- Where a minimum number of annual CPD hours is specified by Captiva this will be outlined during induction, along with the mechanism in place for identifying, logging and recording CPD required and undertaken.
- Where it is identified that a qualification is a requirement of a particular job role, this will be specified in the relevant job description.
- Should staff not already have this qualification, usually by exception, a plan will be put in place to secure achievement at the earliest opportunity.
- Where a member of staff is working towards a qualification specified as essential in the job description and this is not achieved within the prescribed probationary period, Captiva may choose to extend a probationary period until this is achieved.

CPD Planning

- All staff will have an annual CPD review with their line manager as part of the appraisal process each year. This will be captured on a standard Training Needs Analysis (TNA), including teaching and training knowledge and skills, as well as sector knowledge and skills covering the sectors and occupations Captiva's customers operate in.
- The review and TNA will be recorded and placed on the staff member's personnel file and reviewed at least every six months.
- The planning process will include any CPD identified as necessary for the employee to effectively carry out their role as well as any aspirational opportunities requested by the employee.
- Part of the planning process will include setting specific targets around CPD which could include maintaining occupational knowledge, skills and professional competence in sector specialist areas or acquiring new knowledge and skills to improve performance.
- Where a CPD requirement is identified, any associated cost must be approved in writing by the line manager.
- CPD requirements may also be identified as part of the annual self-assessment process and incorporated into individual plans as determined by the line manager.
- The CPD plan for all delivery staff will be linked to reviews of teaching and learning, and file sampling as set out in the Quality Strategy and the Observation of Teaching and Learning Strategy. Any specific areas of concern identified by individuals carrying out observations or file sampling will be shared with line managers.
- Where individuals are subject to a performance improvement plan, CPD will form an explicit part of this plan. This will be recorded and tracked using our Capability Procedure paperwork. All mandatory CPD activity will be captured in Captiva's CPD Calendar, planned every year in advance.
- Where Captiva uses associates to deliver any part of its activity or service under the direction of Captiva staff, it is a contractual requirement that associates undertake the mandatory CPD required of all Captiva staff. This will be reviewed in the same way as it is for directly employed staff, and form part of their one to one reviews. Associates are treated in the same manner as internal staff.

CPD Monitoring

- It is the responsibility of all staff to ensure that CPD is logged and recorded in line with this policy.
- All records of completed CPD reviews using the TNA template should be provided to the HR Manager to be stored centrally in the relevant personnel file.
- All mandatory CPD (including safeguarding health and safety, PREVENT and equality and diversity) will be monitored monthly, with deadlines included in objectives and as part of

the one to one process. The HR Manager will carry out the monitoring and raise reminders ahead of annual refreshers aligned to the CPD Calendar and copied to both the individual and their line manager. Feedback on any CPD sessions attended by staff should always be recorded within the CPD file so that value for money can be assessed and impact on the staff member and their role can be measured.

- Only CPD relevant to an individual's job role or specifically required by the organisation will be within the scope of this policy or eligible for funding by Captiva.
- Where significant new CPD requirements are identified, the HR Manager may be invited to attend Operations Group Meetings, Quality Group Meetings or the Apprenticeships Governance Board to ensure the development requirements of individual staff members are fed into operational management and strategic planning discussions.

CPD Commitment

- Captiva are committed to providing class leading CPD opportunities for staff that provide tangible impact on their ability to perform their role.
- Captiva are also committed to ensuring the CPD carried out by the staff team is in line with the needs of individual, corporate or national priorities.
- CPD policies are driven by the need to continuously improve standards of teaching and learning and to share best practice wherever possible.
- CPD will always be provided by those with the necessary experience, expertise and skills to have the desired impact.
- CPD opportunities will be offered not just to ensure competence in an individual's current role but also to allow aspirational career progression within the organisation.
- CPD reports will be provided to the Executive Director, Apprenticeships, and to the Operations Group on a monthly basis. Summary reports will be provided to the Apprenticeships Governance Board as part of regular reporting.
- Captiva will allocate a minimum number of days per year for CPD
- A CPD budget in will be agreed by the Executive Leadership Team for each operational year.
- A CPD Champion will be agreed by the Apprenticeships Governance Board and Executive Leadership Team.

Sector Competence

- Certain roles may require CPD commitment over and above that identified through the mechanisms outlined in this policy and stipulated by third parties.
- Where this applies it will be specified in the relevant job description and included in discussions carried out as part of staff one to one meetings.

- Specialist support will be sourced where required. In order to help identify the best resources available, Captiva has taken several steps to ensure staff are aware of sector requirements and have access to suitable CPD opportunities. These include:
 - Subscription to gov.uk alerts and ESFA Update which is cascaded to relevant staff, including information on academies to inform our work in schools
 - Attendance at ESFA webinars
 - Use of Ofsted inspectors to inform quality CPD requirements
 - Attendance at Ofsted briefings and workshops
 - Attendance at CMI updates and training sessions
 - AELP membership to support access to webinars and conferences
 - Attendance at other conferences
 - Use of external sector experts such as ex ESFA staff
- It is the responsibility of the individual staff member to ensure that they meet any relevant CPD requirements, but Captiva will support the staff member in meeting these requirements by providing any time off or additional resource required.
- Any such support must be requested in writing to their line manager before any time off can be taken.
- From time to time it may be necessary for staff to be asked to develop sector competence in a new area and staff will be expected to take reasonable steps to achieve this.
- Any failure to meet third party CPD requirements or maintain occupational competence may result in the implementation of the Capability Procedure.

Professional Practice

- Where staff are required to maintain or achieve a professional standard to practice that is a requirement of their role, it is their responsibility to ensure any CPD requirements are met. For teaching staff this includes Qualified Teacher Status, and for tutors this includes holding CAVA (or equivalent) qualifications.
- This may include spending time with an employer in the relevant sector or attending specific CPD session with awarding organisations or EPAOs.
- Any costs associated with this requirement will be met by Captiva, subject to signoff from the line manager and where the standard is stipulated in the relevant job description.
- Examples include academic staff who require a teaching qualification or relevant qualifications for those carrying out observations of teaching and learning.
- Captiva may choose to specify a number of CPD hours that must be completed each year to support development of professional practice. Where this applies it will be recorded in the TNA, annual appraisal and a target set accordingly.
- Where a minimum number of CPD hours is specified it is the responsibility of the individual staff member to ensure that this logged in line with the relevant section of this policy.
- Where staff are required to maintain professional memberships as part of their job role, it is the responsibility of the individual staff member to ensure any CPD requirements are met and that membership is maintained at the appropriate level.
- Captiva will also support the development of professional practice through engagement with the Education and Training Foundation, AELP and their special interest groups.