

## *Early Years Continuing Professional Development Policy*

This early years service recognises continuing professional development (CPD) to refer to the requirement for professional staff to engage in training and learning activities throughout their careers, thus maintaining and developing their levels of knowledge and competence. For most professional staff, CPD is a requirement of their professional registration body and completion of CPD and reflective practice is needed to maintain their status.

This organisation is committed to supporting the development of its staff and recognises the importance in this regard of supporting staff in accessing and completing their required CPD. The organisation is committed to the highest possible standards of service and recognises that, in order to achieve this, it must attract and retain high-quality staff. Supporting essential staff development activities and CPD is a key element in this regard.

The organisation understands that CPD can include a range of different activities. These include formal training courses, online e-Learning, conferences and other day events, shadowing other professionals, research, participation in audit, reflective practice and reading and reviewing publications.

In this organisation:

- Staff are responsible for identifying their own CPD needs, planning how their needs should be addressed and for undertaking CPD that will support their professional status, development and practice.
- All staff will have access to regular appraisal with their line manager which will give them an opportunity to identify their training needs and discuss their CPD requirements, including those that are required by professional bodies.
- As an outcome from their appraisal, all staff will have a personal development plan agreed with their line manager that sets out their ongoing training and CPD needs and how these will be met.
- Staff will be supported to achieve their CPD requirements by being given time off to attend all suitable training, courses and events as agreed in the personal development plan.
- Where a CPD event or course is considered to be a core part of a member of staff's training and development and essential for their ongoing competence, the service will consider partial to full funding support.
- Staff will be given support to engage in reflective learning practice in relation to their CPD.

- Staff will be responsible for recording their own CPD — the service will keep records of courses attended and time allocated to training but individuals must maintain their own records for use by their professional bodies.

The persons responsible for overseeing this policy are Rachael Smith and Shellie Prager.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_