

Continuing Professional Development (CPD) and Progress Review Policy

This is the Continuing Professional Development Policy as adopted by the Unloc Leadership Board on Monday 18th September 2023 and will be reviewed within two years of this date.

CPD refers to the ways in which staff maintain and extend their professional knowledge and skills. It is fundamental to both an individual's on-going effectiveness and development and that of the company. It covers both formal and informal learning and development.

Staff will be supported by members of the Management Team with their CPD, however all members of staff have a responsibility to support the professional development of colleagues. CPD can operate effectively at a variety of levels - individual, small team, whole team and through wider networks with an emphasis on collaborative learning.

Managed through Progress Reviews

Progress reviews are Unloc's appraisal process and include three components; a **Facilitation Review** (where applicable), a RAG-rated **Competency Review** and a **CPD Plan** review. It is a supportive process, designed to evaluate current performance and agree steps to improve performance further. They should take place every 6 months, plus at the end of any probationary period for new employees.

The Facilitation Review: A reflective discussion on both observed facilitation sessions and progress made to date, including on planning, resources and delivery.

RAG-rated Competency Review: They are designed to evaluate the effectiveness of employees in their duties as laid out in their job descriptions, with each responsibility RAG rated (Red, Amber, Green). Both employee and line manager have to mutually agree with their rating. In the event that the line manager and employee fail to agree on a common rating, both ratings should be recorded on their progress review tracker.

CPD Plans: Each member of staff will have an ongoing CPD plan which is agreed and reviewed with their line manager and a member of the Leadership Team (normally the Content and Quality Manager) as part of their Progress Reviews. Staff should regularly reflect on their CPD and plan according to their own professional development needs.

Minimum CPD Prerequisites

For Facilitators:

- A Progress Review, as described above
- Three session observations per academic year, led by a member of the Management Team
- Three Whole Team Facilitation training days per academic year. These can be led by a member of the Unloc staff or an external provider.

- Reflection and discussion around the feedback provided by clients and young people
- All statutory requirements and recommendations, including Safeguarding, First Aid training, etc;

For Leadership, Administrative and Support Staff:

- A Progress Review as described above
- All statutory requirements and recommendations, including Safeguarding, First Aid training, etc;

Additionally it is recommended that staff undertake at least one piece of external CPD each year. This might include studying for a professional qualification, completing online training in a specific area and attending conferences or one day training events. This will form part of the employee's ongoing CPD plan and should support the company's strategic plan as well as the individual's personal professional development.

Staff Induction

The aims of new staff induction are:

- To ensure that all staff are effectively inducted into the company and feel supported to do so
- To ensure that staff understand Unloc policies, procedures and ways of working
- To maintain a consistent whole company approach to exemplary facilitation including use of technology, policy and processes
- To establish professional and positive relationships between new and existing members of staff
- To aid staff in establishing themselves quickly into their appointed role

The Induction process has been developed to support staff in the following areas:

- Understanding the company and company structure
- Policies and Procedures
- Technology and digital tools
- Contractual arrangements and documentation
- Facilitation

Facilitation

As part of the Induction Process new Facilitation staff will be supported by a senior colleague in aspects of facilitation during their first year. This will include the following topics:

- Delivering high quality facilitation
- Effective questioning

- Effective planning
- Measuring impact
- Innovation

Training may be delivered individually, in smaller groups or as part of a 'Whole Staff' training event. Although this training will take into consideration an individual's previous experience it is important that all content is covered evenly across the team in order to ensure a consistent approach to facilitation at Unloc.

Post Induction Training

Further to the training provided during induction and ongoing external training, staff will be supported through whole staff training events in the following aspects of facilitation:

- Effective facilitation strategies and methods
- Modelling best practice
- Reflective practice and self review

Any Whole Team training plan will be flexible enough to adapt to meet any developing priorities or ongoing issues and requirements. This might have an impact on both course content as well as the timing of training events and the number of sessions delivered during the academic year.

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