



Arrow Care Training

## Professional Development Policy

Employees of Arrow Care Training Ltd are required to develop within their role and participate in development activities. Staff will record all Continuous Professional Development (CPD) to demonstrate their commitment to the training they are delivering, and to ensure they remain up to date and competent within their chosen sector.

This policy sets out guidance on how employees will record activities undertaken and provide examples of possible CPD activities. A Training Matrix will be used to identify employee skills and knowledge which will identify any training needs or gaps. The Matrix will aid employees to meet their potential and to prepare for any further development opportunities required for expanding the company.

Supervisions are held with individuals in private, at an agreed time, suitable for all. Within the supervision the employee's well-being, targets, outcomes, performance including strengths and areas for development, any training that is required is agreed. Should any qualifications be required, Arrow Care Training Ltd shall work alongside external providers to source the training. Any additional development opportunities that would be beneficial to the staff member or would improve both learner engagement and employee job satisfaction is agreed

### Examples of training relevant to Assessors and Internal Quality Assurers.

**Assessor development:** Being introduced to different ways of assessing, knowing how to use Assessor's systems, this may include, portfolio sampling and direct observations, working hands-on in the sector, updates of Apprenticeship standards and changes to legislation. Standardisation meetings are used as a way of developing all Assessors ensuring a consistent approach to the training being delivered and the quality maintained.

**Internal Quality Assurer (IQA) development:** Training is provided on any specific Awarding Organisation requirements. Regular IQA meetings are held ensuring correct sampling processes are being followed and fair judgement to all is being provided. Legislation updates are required, quality of delivery, session plans and paperwork is of the expected standard

**Individual Continuous Professional Development (CPD) Activities:** All employees are required to maintain their own CPD records. These are monitored at individual supervisions. The Arrow Care Training CPD recording template shall be

used. The below list identifies examples of activities that may be used towards employee CPD. This list is not exhaustive.

- Standardisation meetings
- External specialists' involvement. This may be through External Quality Assurance visits from the Awarding Organisation, and audits from the Main Provider.
- Training courses (any costs shall be met by Arrow Care Training Ltd)
- Hands on practice of working within the employees chosen training field.
- 1-1 reviews
- Self-Study
- Webinars
- Articles and other reading sources.
- Mentoring
- Online courses

**How to update CPD records:** Employees are required to use the CPD recording template to list all CPD activities. This shall include the course completed, date completed, duration of CPD event, skills and knowledge learnt and how this will impact within your working role. CPD records are to be submitted to the Head of Centre to audit and hold on file as per the requirements of the Awarding Organisation and Main Provider who will require regular updates on employee's CPD records for verification purposes.

**Mandatory employee development activities:** The following employee development activities are mandatory and Arrow Care Training Ltd Directors will oversee and arrange through external sources for this training to be provided for:

- Safeguarding Adults – Young People
- Prevent and British Values
- Equality and Diversity
- Health and Safety
- First Aid

This policy shall be reviewed at least annually

Responsible person – Dianne Taylor

Signed off by –

Name – Dianne Taylor

Signature – DTaylor

Date - 10.1.22