

# Professional Development of Employees Policy

## INTRODUCTION

S&B Automotive Academy plans to deliver high quality, relevant training and recognises that CPD is an important and integral part of our delivery. We ensure all staff are vocationally competent and up to date in current delivery, actively maintaining and exceeding high standards for apprenticeships and other training courses we offer.

To actively improve employees' sector skills and training knowledge, skills, and performance we ensure Appraisals will be carried out annually. As part of the appraisal process colleagues CPD and occupational competence will be reviewed and agreed for the following year. This will be recorded in CPD logs and submitted to the Centre Coordinator and reviewed with line managers.

As members of the Fellowship of Inspection Nominees and Western Training Provider Network groups we have access to local training courses to develop teaching, performance and training knowledge and will actively ensure a member of the team attends any relevant courses. We are also offered ad-hoc training from our suppliers and awarding organisations and the directors will identify the most appropriate person(s) to attend these courses and feed back to delivery staff and other members of the team in standardisation and team meetings.

Colleagues are encouraged to discuss/review any relevant CPD they have identified as a requirement or engaged with during their supervision. S&B Automotive Academy will support any CPD where feasible.

CPD and ongoing training requirements may also be identified through analysis in the SAR and QIP, therefore there may be directed CPD to meet the skills gap identified alongside mandatory CPD and individualised requirements. We also value feedback from employers and learners, therefore CPD may be focused on suggestions for further delivery to ensure the needs of employers and learners are met. Feedback is collected from employers at quarterly partnership meetings and progress reviews whilst apprentices' complete questionnaires at the end of training weeks.

## MINIMUM EXPECTATIONS

- A minimum expectation is for all trainers to hold a level 3 or equivalent in their delivery subject.
- A minimum expectation is for all assessors to have an assessor's award or to be working towards an assessor's award.
- A minimum expectation is for all internal verifiers to have an IQA qualification or to be working towards an IQA qualification.

- Trainers and Assessors should undertake CPD activity relevant to their sector specialism throughout the course of the academic year. This will be recorded on CPD logs and evidence of impact of CPD, and development will be reflected upon throughout. Evidence for trainers and assessors must also be submitted annually to awarding bodies via the Centre Coordinator.
- All colleagues will complete essential Safeguarding and Duty of Care training with subsequent updates to maintain CPD.

## **OCCUPATIONAL COMPETENCE**

All assessors are to remain occupationally competent and S&B Automotive Academy will support its staff with time throughout the academic period. 30 hours CPD per annum and 5 days of job shadowing over a 24-month period is set out as a requirement to maintain occupational competence for assessors. CPD must be relevant to the qualifications that are assessed or internally verified and is monitored by external quality assurers of awarding bodies.

IMI and SOE membership are purchased for assessors to further support CPD with access to training, sector updates and webinars.

## **POLICY REVIEW**

S&B Automotive Academy review their policies and a procedure on an annual basis and the next review is scheduled for:

- 01 January 2024