Continuing Professional Development (CPD) Policy
Atlas Star IT Centre

Introduction

At Atlas Star IT Centre, we are committed to fostering a culture of continuous learning and professional growth. Atlas is committed to the learning and development of its entire staff. We recognise that all staff play a vital part in the achievement of high standards to improve the learning experience of our students. We believe that all staff (teaching and non-teaching), administrators, and directors are entitled to professional development to improve the effectiveness of the institution, as well as the professional skills of the individual staff member. This Continuing Professional Development (CPD) Policy outlines our dedication to supporting staff in achieving their professional goals and enhancing their knowledge and skills. Through CPD, we aim to ensure our team remains at the forefront of educational excellence and industry advancements.

The purpose of continuing professional development and ongoing training is:

a. To improve the quality of teaching and learning.
b. To enable staff to meet their objectives as set out in their performance management review.
c. To facilitate the CPD of all staff.
d. To involve all staff in moving towards achieving institutional goals.
e. To provide a systematic approach to development for all staff.
f. To provide support and advice for staff.
g. To ensure all teaching staff are able to meet the qualification standards.

1. Types of Professional Development Offered/Supported

Atlas Star IT Centre recognizes the importance of diverse professional development opportunities. We support the following types of CPD:

- **Training Workshops & Seminars:** Internal or external training sessions to enhance technical, or administrative skills.

- **Professional Certifications:** Enabling staff to achieve certifications relevant to their roles (e.g., IT certifications, teaching qualifications).

- **Conferences and Industry Events:** Participation in educational and specific conferences, expos, and forums.

- **Online Learning and Courses:** Access to e-learning platforms and courses in technical, educational, or managerial disciplines.

- **Peer Learning:** Facilitated mentoring, shadowing, or coaching by experienced staff members.

- **Research and Development:** Time and resources for undertaking innovative projects or academic research.

- **Memberships in Professional Organizations:** Support for joining recognized industry bodies to gain access to additional learning opportunities.

2. Financial Assistance

We value professional growth and provide financial support where possible, based on the relevance and impact of the CPD activity:

- **Full Financial Support:** For CPD activities directly aligned with institutional goals or job-specific requirements, such as certifications in IT or education methods.
- **Partial Financial Assistance:** For activities contributing to broader professional development, subject to approval and budgetary considerations.
- **Self-funded CPD:** For CPD activities unrelated to current job responsibilities, financial assistance may not be available, but flexible scheduling support can be offered.

3. Reimbursement Process:

- Pre-approved costs (registration fees, travel, materials) are reimbursed upon submission of valid receipts and a completed expense form.

4. Planning for effective CPD

CPD will be planned to balance the use of resources with the aspirations and interests of staff. CPD opportunities should meet the following criteria:

- Meet identified individual, institutional or national development priorities.
- Are based on good practice – in development activity and in teaching and learning.
- Help raise standards of student's achievements.
- Respect cultural diversity.
- Are provided by those with the necessary experience, expertise and skills.
- Are planned systematically and follow the agreed programme except when dealing with emerging issues.
- Are based, where appropriate, on relevant standards.
- Are based on current research and inspection evidence.
- Make effective use of resources, particularly ICT.
- Are provided in accommodation which is fit for purpose with appropriate equipment.
- Provide value for money.
- Have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision.

5. Evaluation of CPD activities

To ensure that training activities undertaken are effective for staff and pupils, CPD activities will be evaluated on an individual, phase and whole Institutional basis.
Evaluations will measure the impact of the training via the following:

- Student and school attainment.
- Improved teaching and learning.
- Increased Student understanding and enthusiasm.
- Increased staff confidence.
- Increased evidence of reflective practice.

6. How to Request CPD

To apply for CPD opportunities, staff members must:

a) **Complete a CPD Request Form:** Provide details of the proposed activity, including its relevance to your role and benefits to the Centre.

b) **Submit to Line Manager:** The form should be submitted to your line manager for review and initial approval.

c) **Final Approval:** Requests will be reviewed by the CPD Committee or Director based on the following criteria:

   I. Alignment with institutional objectives.
   II. Relevance to current or future roles.
   III. Budget availability.
   IV. Staff workload and operational impact.

d) **Feedback Post-CPD:** After completing the CPD activity, participants must share their learnings through a brief presentation, report, or discussion to contribute to team development.

7. Monitoring and Review

Atlas Star IT Centre is committed to regularly reviewing the effectiveness of CPD initiatives to ensure they meet staff and institutional needs. Feedback from staff will be sought annually to refine CPD offerings and policies.

8. Conclusion

At Atlas Star IT Centre, we believe that investing in our team's professional growth enhances not only individual capabilities but also the success of our institution. By supporting a range of CPD opportunities, we aim to empower staff to excel in their roles and contribute meaningfully to our collective mission.

For further inquiries about this policy, please contact the CPD Coordinator or your line manager.