

## Continuing Professional Development (CPD) Policy

**This is a core policy that forms part of the induction for all staff, volunteers and Trustees. It is a requirement that all members have access to this policy and sign to say they have read and understood its contents.**

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**This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance.**

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### Policy Statement:

Circomedia is committed to providing high-quality teaching and support staff who are continuously engaged in professional development activities. This policy aims to establish a framework for CPD that supports the growth and development of our staff members and encourages the integration of practice as research. By investing in CPD, Circomedia ensures

that its staff remain knowledgeable, skilled, and capable of delivering excellent education and support services.

## Objectives:

- 1.1. To promote the ongoing development and enhancement of teaching and support staff skills, knowledge, and abilities.
- 1.2. To foster a culture of lifelong learning, inquiry, and critical reflection among staff members.
- 1.3. To encourage the integration of practice as research, enabling staff members to explore innovative teaching methods and contribute to the wider circus and performance arts sector.

## Scope:

- 2.1. This CPD policy applies to all teaching and support staff employed by Circomedia.
- 2.2. CPD activities encompass a wide range of professional learning opportunities, including but not limited to training courses, workshops, conferences, research projects, collaborative initiatives, and self-directed learning.

## Responsibilities:

### 3.1. Staff Members:

- 3.1.1. Staff members are responsible for actively engaging in CPD activities relevant to their roles, responsibilities, and professional goals.
- 3.1.2. Staff members should maintain a record of their CPD activities, including the dates, duration, and outcomes of each activity.
- 3.1.3. Staff members are encouraged to share their learning experiences and outcomes with colleagues to promote a culture of knowledge sharing and collaboration.
- 3.1.4. Staff members should periodically review and reflect on their CPD activities to identify areas for further development and improvement.

### 3.2. Line Managers and Supervisors:

- 3.2.1. Line managers and supervisors should support and encourage staff members' participation in CPD activities.
- 3.2.2. Line managers and supervisors should provide guidance and assistance to staff members in identifying relevant CPD opportunities that align with their professional goals.

3.2.3. Line managers and supervisors should consider the CPD needs and aspirations of staff members during performance appraisals and career development discussions.

### 3.3. Human Resources Department:

3.3.1. The HR department should oversee the implementation and monitoring of the CPD policy.

3.3.2. The HR department should provide guidance and support to staff members and line managers regarding available CPD opportunities, funding options, and application processes.

3.3.3. The HR department should maintain records of staff members' CPD activities and periodically review and analyze this data to identify trends, gaps, and opportunities for improvement.

### 4 Funding and Support:

4.1. Circomedia is committed to providing adequate resources and financial support for CPD activities.

4.2. Staff members may apply for financial assistance to cover the costs associated with attending CPD activities, subject to approval and available budgetary provisions.

4.3. The HR department will establish clear procedures for staff members to apply for CPD funding and provide necessary guidelines and forms.

#### Integration of Practice as Research:

5.1. Circomedia values the integration of practice as research and encourages staff members to explore innovative teaching methods and contribute to the wider circus and performance arts sector.

5.2. Staff members should be supported in developing research projects, collaborations, and other initiatives that facilitate the integration of practice as research.

5.3. Circomedia will create opportunities for staff members to disseminate their research findings and share best practices with colleagues, students, and the wider academic and professional communities.

### Monitoring and Evaluation:

6.1. The HR department will monitor the implementation of the CPD policy and evaluate its effectiveness on an ongoing basis.

6.2. Evaluation may include gathering feedback from staff members regarding the relevance, quality, and impact of CPD activities they have participated in.

6.3. The HR department will use the evaluation findings to make improvements to the CPD program and address any identified gaps or areas of improvement.

## Review of the CPD Policy:

7.1. The CPD policy will be reviewed periodically to ensure its continued relevance and effectiveness.

7.2. The HR department, in collaboration with relevant stakeholders, will lead the policy review process and make any necessary updates or modifications.

7.3. Staff members will be informed of any changes to the CPD policy and provided with updated guidelines and procedures as required.

## Policy Dissemination:

8.1. This CPD policy will be communicated to all teaching and support staff members upon their appointment.

8.2. The policy will be made available through the organization's intranet, staff handbook, or any other appropriate channels.

8.3. Staff members will be encouraged to familiarize themselves with the policy and seek clarification or guidance when needed.

This Continuing Professional Development (CPD) policy is designed to provide a framework that promotes the ongoing development of teaching and support staff at Circomedia, while also encouraging the integration of practice as research. By actively engaging in CPD activities, staff members will enhance their skills, knowledge, and teaching methods, ultimately contributing to the overall quality of education and support provided by Circomedia.