

Procedure 6.9. Continuing Professional Development					
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Procedure Issued : April 2014

Procedure Owner : Principal / CEO

- ❖ This procedure is shared with our students and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on the desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Annual Policy and Procedures Review.

1 Staff Development

Staff development is aimed at improvement to the quality of student learning and should therefore focus the continuous professional development (CPD) of staff and improving or extending the ability of staff to undertake successfully, existing, new, extended or modified roles within the Academy.

The Academy's CPD framework offers and supports a range of activities which will:

- respond to the particular needs and priorities of the Academy as stated in its Strategic Plan,
- support the Academy commitment to raising standards for students,
- ensure the efficient and effective integration of new staff and those promoted internally into their roles within the Academy,
- enable all staff to develop skills and expertise which are relevant to their individual needs and which can be incorporated into their practice,

- respond to corporate or partner institution local and national targets, and reflect local community and national priorities and initiatives,
- be consistent and complementary to all other Academy policies and procedures, particularly in relation to equality and diversity (see Procedure 6.3) and Health and Safety (see Procedure 9.4),
- include clearly identified and systematic procedures for short, medium and long term evaluation consistent with the Academy's commitment to quality management.

Staff development will be coordinated and monitored by the CEO / Principal and implemented in the following way:

- the identification of needs will be established through consultation with Heads of Department, Programme Managers, course and Academy reviews, team development plans and the Academy performance review process
- priorities will be identified with reference to the Strategic Plan and the key targets, mission statement and aims
- needs and priorities will be determined with reference to all staff groupings within the Academy and these will be incorporated into the Strategic Plan for staff development and area development plans.

2 Staff Development Priorities

The priorities for the Academy's staff development are as follows:

- appropriate teaching qualifications
- appropriate training and ongoing development for administrative staff
- induction and mentoring
- continuous professional development commensurate with job roles
- all new staff will be assisted to achieve appropriate teaching qualifications
- all staff will have access to staff development and training which enhances an inclusive learning approach, including advice and guidance for learners, implementing a relevant and responsive curriculum, widening participation and awareness of value and ethics
- advanced practitioners will provide a mentoring service to all new teaching staff
- efficient and effective integration of new staff and those internally promoted into their role within the Academy

3 CPD Requirements for All Staff

All members must undertake a minimum of 20 hours CPD each Academic year (September to August). Of the 20 hours at least 10 hours must be formal CPD, which will be led or arranged by Docklands Academy, London. The remainder can be informal CPD. (For guidance, see below).

Members must record their CPD activity by the end date of each term, or as requested by the CEO.

Formal CPD

Docklands Academy London will provide the appropriate amount of time and resources ahead of each term for the completion of formal CPD (including mandatory training sessions).

Formal CPD sessions may include (but is not limited to):

- Quarterly Safeguarding refreshers
- Teaching and Learning e.g. standardisation, assessment evaluation, micro-teaching
- Procedural e.g. handling the complaints procedure[s]
- Mandatory training

Informal CPD

Docklands Academy London will allocate time of up to 10 hours for staff to complete their yearly CPD.

Informal CPD sessions may include (but is not limited to):

- Informative / educational conferences and seminars (excluding networking)
- Webinars
- Online courses of any nature to improve practices e.g. wellbeing coaching

Allocated Time

Docklands Academy London is committed to providing the resources and time required to complete any CPD sessions. For this reason, DAL will schedule a mandatory INSET day before the commencement of each term, followed by monthly CPD sessions varying for each department.

4. Related Documents

4.1 Policies

- 1 Governance
- 2 Academic Management
- 3 Teaching Learning Assessment
- 4 Student Admissions
- 5 Student Support, Engagement and Learning Resources
- 7 Information

4.2 Procedures

- 1.5 Equal Opportunities
- 1.7 Data Protection
- 1.9 Review and Revision of Policies and Procedures
- 2.6 Self-Assessment and Programme and Annual monitoring
- 2.10 Special Circumstances Affecting Study
- 2.11 Pearson Learner Registration
- 2.12 Contingency and Adverse Effects
- 3.1 Expectations from and Supporting Staff in Teaching Delivery
- 3.4 Tutorial Arrangements
- 3.5 Assessment Expectations
- 4.6 Student Induction
- 4.10 Refund of Tuition Fees and Compensation
- 4.11 Student Protection Plan
- 4.13 Transfers Suspensions Withdrawals Closure and Change of HE Provision
- 4.14 Fees Charges and Financial Support
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 5.7 Reviewing Learning Resources
- 6.1 Recruitment and Selection
- 6.2 New Starters and Induction
- 6.3 Equality and Diversity
- 6.4 Personal Development Review and Appraisal
- 6.5 Discipline at Work
- 6.6 Absenteeism and Lateness
- 6.7 Holiday and Leave Entitlement
- 6.8 Grievances and Complaints
- 6.10.1 HE Lesson Observation
- 6.10.2 Peer review
- 6.10.3 GE Lesson Observation
- 6.11 Requests for Training
- 6.12 Evaluation of Training
- 6.13 Staff Code of Conduct

- **6.14 Academic Misconduct by Staff**
- **6.15 Safeguarding**
- **6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)**
- **7.1 Review and Sign off PI**
- **7.2 External Review of the Website and Printed Information**
- **7.3 Social Media Protocols**
- **7.4 HE Public Information Procedures**
- **8.2 Recruitment Partner Selection and Monitoring**
- **8.3 Links with Other Educational Institutions and Businesses**
- **9.1 Access Procedures**
- **9.2 Maintenance Procedure**
- **9.3 Fire Plan and Strategy**
- **9.4a Health and Safety Risk Assessment**
- **9.5 First Aid and Accident Reporting**
- **9.6 Business Continuity Plan**

4.3 Terms and Conditions

4.4 External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- **UKCISA Code of Ethics** at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- **Equality Act – 2010** at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- **Keeping Children Safe in Education Jan 2021 Guidance** at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **MacPherson report (1999) (Racism)** at <https://www.gov.uk/government/publications/the-stephen-lawrence-inquiry>
- **Sex Offences Act 2003** at <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- **Terrorism Act 2006** at <https://www.legislation.gov.uk/ukpga/2006/11/contents>
- **Tower Hamlets LADO (Local Authority Designated Officer)** at LADO@towerhamlets.gov.uk