Staff CPD Policy

Final Review Date: July 2026

Next Review Due: July 2027

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1. Purpose and Regulatory Context

AA London College Ltd is committed to ensuring that all staff are appropriately qualified, competent, and supported to deliver high-quality education and services. This Staff Continuing Professional Development (CPD) Policy sets out the College's framework for staff induction, development, review, and ongoing professional learning. This Policy supports compliance with the Office for Students' ongoing conditions of registration, in particular:

- Condition B (Quality, Academic Standards and Student Outcomes) – ensuring staff have the capability to deliver high-quality teaching, assessment, and student support
- Condition E (Management and Governance) – ensuring effective oversight, accountability, and assurance of staffing capacity and competence

The Policy forms part of the College's wider academic quality assurance, workforce planning, and governance framework.

2. Scope

This Policy applies to all staff of AA London College Ltd, including:

- Academic staff (lecturers, tutors, assessors)
- Support and administrative staff
- Corporate training and CPD facilitators
- Senior leadership and management

The Policy applies to permanent, fixed-term, part-time, and sessional staff.

3. Principles of Staff Development

The College's approach to staff CPD is guided by the following principles:

- **Quality-focused:** Staff development supports academic standards and student outcomes
- **Proportionate:** CPD arrangements are appropriate to role, responsibility, and institutional scale
- **Inclusive:** All staff have access to development opportunities relevant to their role
- **Planned and monitored:** Development needs are identified, recorded, and reviewed systematically
- **Continuous improvement:** CPD informs enhancement of teaching, learning, and services

4. Induction

All new staff undertake a structured induction during their initial employment period, aligned with probationary arrangements. Induction normally includes:

- Introduction to College facilities, systems, and resources
- Clarification of role responsibilities, duties, and expectations
- Familiarisation with academic, administrative, and quality assurance policies
- Introduction to colleagues, line management, and relevant teams

During induction, staff are provided with:

- A Staff Handbook
- Access to relevant policy documents and guidance
- Access to IT systems and learning resources
- Identification of initial development needs related to teaching, administration, or service delivery

Induction supports early effectiveness and compliance with institutional standards.

5. Continuing Professional Development and Career Development

AA London College recognises the importance of ongoing professional development in maintaining academic quality and organisational effectiveness.

All staff are expected to:

- Maintain up-to-date knowledge and skills relevant to their role
- Engage actively in identifying their own development needs
- Participate in CPD activities as appropriate
- Contribute to a culture of peer learning, review, and continuous improvement

CPD opportunities may include:

- In-house training and workshops
- External courses, conferences, and professional networks
- Peer mentoring and observation of practice
- Engagement in quality assurance and enhancement activities

6. Staff Review and Development Scheme (SRDS)

The Staff Review and Development Scheme (SRDS) applies to all staff, including academic, administrative, part-time, full-time, permanent, and fixed-term staff.

6.1 Review Process

- Reviews normally take place annually, with interim discussions where appropriate
- Reviews evaluate performance, development needs, and objectives for the forthcoming period

6.2 Responsibilities

- Academic staff are reviewed by the Head of Academics
- Administrative staff are reviewed by the Head of Administration
- Other trained reviewers may support the process where appropriate

The SRDS ensures that individual development needs are identified, prioritised, and aligned with College strategic objectives and quality assurance requirements.

7. Identification, Planning, and Recording of CPD

7.1 Identification of Development Needs

Staff development needs are identified through:

- Annual and interim performance reviews (SRDS)
- Peer review and observation of teaching or practice
- Staff meetings and team discussions
- Student and learner feedback
- Quality assurance and review outcomes
- Direct requests from staff

7.2 Planning and Prioritisation

The Principal, supported by senior management and relevant academic or quality committees, prioritises development needs in line with:

- Institutional strategy
- Academic quality and standards
- Awarding body or partner requirements

7.3 Recording of CPD

- Staff are required to maintain a record of CPD activities undertaken
- CPD records are reviewed annually and retained by the College
- CPD evidence informs appraisal, workforce planning, and institutional assurance

Staff are encouraged to maintain up-to-date CVs reflecting CPD activity.

8. Resources and Financial Support

The College allocates proportionate resources to support staff development.

- Requests for financial support for CPD should be submitted to the Principal
- Priority is given to CPD aligned with academic quality, compliance, and strategic needs
- Wherever possible, CPD is delivered in-house or through collaborative arrangements

9. Governance, Monitoring, and Assurance

- **Senior Management** is responsible for implementing this Policy and ensuring staff development arrangements are effective
- **Academic management structures** oversee CPD related to teaching, learning, and assessment
- **The Board of Directors** receives assurance that staffing capacity, competence, and development support.

Monitoring includes review of CPD participation, identified risks, and impact on quality and outcomes.

10. Review of the Policy

This Policy is reviewed annually, or sooner where required by changes in regulation, institutional risk, or strategic priorities.

This Policy is approved by the Board of Directors and forms part of AA London College Ltd's academic quality, workforce development, and regulatory compliance framework.