



Continuous Professional Development Policy

MBKB is committed to investing in the CPD of all team members, our members to fully embrace the opportunities to develop both professionally and personally. We understand the importance of being agile and continuing to update and extend our teams knowledge, skills and behaviours to show our credibility within the training sector and sector specific programmes that we deliver.

It is the mission of our company to provide an unrivalled level of service, to be enthusiastic, engaging and knowledgeable on every element we deliver. To inspire, challenge and allow all our apprentices to become the best versions of themselves.

To achieve this, we created our 3 core principles, People, Purpose, Passion, these drive ambition internally and externally.

- **People** – We put people first in all we do, our Team, Apprentices and Employers. We listen and support, we respond swiftly, and we pride ourselves on the service levels we provide.
- **Purpose** – Every Program is designed to suit the individual and their companies' purpose. We provide flexible tutoring and coaching. We offer a choice of delivery methods and materials; we offer an extensive range of additional options and development opportunities.
- **Passion** – We have passion in all we do, we look to inspire our apprentices and employers with our desire to provide an unrivalled 100% tailored service.

We have created additionality modules from leadership and mindset, to customer loyalty and money management, all of which we make available to our team. We bring in external mentors to develop individuals, when looking at team development and training we often use the 'Disney' 3 room techniques, this is highly engaging.

In order to inspire our apprentices and employers we have to first light the spark within our team.

Changes are continuous and inevitable within the training sector and we understand that this requires CPD as a top priority within our team. MBKB works with clients and other businesses to identify their needs, struggles and requirements and we ensure that our team members access CPD to enable them to fully support the environments and workplaces that they enter to deliver training.

MBKB are fully behind team members personal choices of development that encourage all areas of development whether specific to their sector, teaching or personal, our team commit to their CPD for personal interest as well as MBKBs requirement for professional development. CPD for us is about the individual as a whole person, not purely the professional aspect of their role, understanding that personal CPD and development in "soft skills" is also an important part of individuals improving in all areas.



CPD is completed through formal training, job shadowing, Self-study, conferences, research, work-based learning and activities, professional activities and occupational competency days.

Team members are expected to;

- Actively participate in team CPD events and training.
- Attend mandatory team meetings.
- Attend Mandatory standardisations.
- Maintain their own CPD record monthly.
- Complete occupational competency; 20 hours per annum, minimum (agreed with Line Manager)
- Complete Education and Training qualifications as required and directed by MBKB
- Complete Maths and English Functional Skills; if not already achieved.
- 1-1 meetings with team leaders to identify training needs and wishes.
- Work shadow new employers to understand their unique business ethos, opportunities and help with their own CPD

Team members are offered opportunities to;

- Attend “ask the Expert” webinars, where experts in their field deliver training and activities.
- Complete MBKBs VLE webinars (available on VLE – Smart Assessor)
- Request training that interests them both personal and professional.
- One to One support and training as and when required.
- Opportunities to shadow and take part in other roles within the business.

Professional development is an extremely important and required part of the workplace and is not an optional practice, all team members are required to develop and record this on a monthly basis. Each Team member has a personal file where CPD is recorded to detail what they have completed, what impact it will have and what they need to do next with support from others.

In order to maintain sector knowledge, we arrange work opportunities this will include shadowing and completion of tasks, at our employers’ premises, this aids with the Tutors development and engages the employers further in the programs. We also maintain professional membership status with relevant bodies such as Chartered Institute of Payroll Professionals, ILM, CMI etc to keep abreast of industry developments, which are then disseminated via sector specific standardisations.

From a teaching and learning point of view we engage in CPD days with awarding organisations, End Point Assessment organisations and being an active member of both AELP and our local provider network. We send Tutors to various events to upskill themselves, then relay back developments to the whole team.

Our professional development in safeguarding, Fundamental British Values and Prevent is completed on a monthly basis, all team members complete initial online training, supplemented by monthly training delivered by one of our Safeguarding leads.



Team members are always actively encouraged to develop their knowledge, skills, behaviours and health on an ongoing basis. Within team meetings, through the delivery of our “Thrive at Work” programme we ensure team members stay active and learn about their health needs both physical and mental.

Sector specific CPD is attended by all team members and then through standardisation, shared and approaches and understanding discussed. Team members are able to update on any changes to the sector and debate issues.

MBKB changes and requirements are shared with the team at monthly standardisations and monthly team meetings, this allows the senior team to identify areas to change and bring in the whole team to complete activities that will allow their input and ideas, allowing all to learn from each other and support the processes and policies throughout the business. All development activities are recorded on the individuals CPD log, with reflection journals also being commenced.

MBKB are passionate about their team members and we encourage all members to be the best that they can be both professionally and on a personal level, we believe in investing in our team to allow the best outcomes for individuals, this has a positive impact on the team, which results in high engagement with our apprentices allowing our team to inspire and challenge them to achieve high standards.

The completion of CPD allows reflection on experiences and learning that can then be shared and implemented into every day activities carried out in the individual’s role. Team members are encouraged to cascade their new knowledge through the team and share experiences through meetings professionally or via our online message portal for a more casual discussion.

At the monthly 1-1s each team member completes the ‘Personal Development and Wellbeing’ page of their monthly report to educate and encourage discussion of the their CPD both achieved and aspirational, with their line managers, who will then assist them in implementing CPD and monitoring its effectiveness.

T&L observations carried out by the Quality Assurance team, individual and team data collated by the performance director along with CPD logs are reviewed monthly at the Senior Management Team meetings, at this point we monitor the performance and impact of each Tutor and are able to effectively plan support, development and CPD activities as required, this will then feed directly to that individual team member and their line manager for actioning at their next one to one session.

Name – Mark Bremner

A handwritten signature in black ink, appearing to read 'Mark Bremner'.

Date...25.4.19