



P034 Professional development of employees' policy (CPD)

Purpose of this policy

- To implement our vision – “Empowering you to self-discover the secrets of your success and elevate your future”
- To provide a strategic direction to build our teams skills, experience, and performance.
- Ensure development is planned for both personal and professional development.
- To empower all team members to take the lead in training, self-development and sharing knowledge, skills and best practice.
- Provide team members, volunteers and associates access to personal development and training on an ongoing basis.
- Ascertain who is the best person/people to provide new knowledge, skills, and behaviours to other team members.
- In order to inspire our apprentices and employers we have to first light the spark within our team.

MBKB is committed to investing in the CPD of all team members, we encourage our team to fully embrace the opportunities to develop both professionally and personally. We understand the importance of being agile and continue to update and extend our team's knowledge, skills, and behaviours to provide a high-quality experience for all our apprentices and employers, specific to the sector and programmes that we deliver.

Our vision is embedded in our expectation for team CPD, whilst some CPD is mandatory we also enable team members to embrace their passions and good practice with team members being accountable for their own CPD and that of their peers.

MBKB understand development is essential to all team members both personally and professionally, we pride ourselves on the implementation of a robust CPD plan for our team. Pedagogy is high on our agenda and the implementation and access to training, development and information is a must company wide. As such we have 3 core types of CPD

- Training and Coaching CPD
- Sectoral CPD
- Personal CPD

The Expectations of CPD

Team members must.

- Actively participate in team CPD events and training.
- Attend mandatory team meetings.
- Attend mandatory sector specific standardisations.
- Maintain their own CPD record monthly.
- Complete occupational competency: 30 hours per annum, minimum (agreed with Line Manager)
- Complete Assessor coach standard as required and directed by MBKB
- Complete Maths and English Functional Skills, if not already achieved.
- Complete mandatory CPD training as outlined in Training and Coaching CPD
- 1-1 meetings with managers to identify training needs and wishes.
- Evaluate their own effectiveness
- Share good practice

Team members may:

- Attend “Guest Speaker” webinars, where experts in their field share their experiences and practices.
- Complete MBKBs modules and CPD from other sectors not specific to their role
- Request training that interests them both personally and professionally
- Receive One to One support and training as and when required.
- Opportunities to shadow and take part in other roles within the business.
- Build in personal CPD to enrich their career and role.

Planning CPD delivery

MBKB have a CPD calendar where we record both the Training and Coaching CPD and inhouse Sectoral CPD. Individually each team member has their own CPD file, which they are responsible for completing.

MBKB ensures that all members are involved in development with their team members. 1-1 sessions are held monthly with tutors to ensure that personal and individual CPD needs are identified and developed on an ongoing basis, 1-1s cover individual needs identified by the tutor and areas identified through quality interactions including sampling, observation, and learner/employer feedback. 1-1 allow individuals and their line manager to see progress and monitor development activities and the outcomes of these monthly.

Team members are also encouraged to invite each other to group sessions or additional training sessions they run in their specialist areas, encouragement to share information, knowledge and updates with peers is something we are proud of, MBKB team members are extremely effective in supporting and developing one another.

CPD Delivery Types

CPD undertaken is in various forms, examples are shown here are the main types:

- MBKB in-house Training sessions
- Third Party consultants/ experts training session
- Industry courses and/or conferences
- Work shadowing in sectoral based employers
- Work shadowing colleagues
- Observing and sharing good practice
- Coaching, mentoring; peer to peer support
- Support resources and documents created to update and upskill
- Online or Distance learning
- Secondment

We accept online or in person sessions.

Training and Coaching CPD

To improve MBKB team members teaching, training and coaching knowledge all tutors are enrolled upon a coaching and assessment standard to ensure that teaching, learning, and assessment are at the front of our learning, we are consistent in our approach to development of our apprentices and assisting with organisation's needs, all whilst maintaining high performance in tutoring, coaching, and assessing.

All new team members are trained as part of a robust 4-month induction period where particular attention is focused on delivery methods, teaching styles, assessment and evidence gathering methods and MBKBs values and mission. We also include additional mandatory training within this section that enables our team to support apprentices in the wider skills and knowledge, as listed here:

- Teaching, assessment, and coaching
- Policies and Processes of MBKB
- Maths/English and Digital skills
- Safeguarding
- Wellbeing and health
- Prevent/FBV
- Compliance
- Observation of practice.

Monthly meetings, Bi-monthly standardisations, newsletters, and our online messaging (Slack) channels provide consistent team wide updates. Each team member has their own personal CPD file, all topics covered in Training and Coaching CPD are mandatory.

Sectoral CPD

To ensure we deliver current, relevant high-quality sector-based specialist training that allows our team to tailor training to meet apprentice and employer needs, our team are all required to attend 30 hours sectoral CPD per annum. Each Team member will complete our Apprenticeship standard Skills analysis to demonstrate their competence, knowledge and experience against each core duty and learning outcomes, this is the starting point to plan sectoral CPD, which is then agreed with their line manager, Lead Tutors per sector and recorded on their personal CPD file; where the CPD may be available to other sector colleagues, this will also be shared on the CPD Calendar.

Bi-monthly sector specific standardisations, sectoral newsletters, and our online messaging (Slack) channels provide consistent sector updates. Each team member has their own personal CPD file.

Any inhouse sector specific CPD may be attended by any team member, who wishes to benefit from this.

Personal CPD

We encourage all members to be the best that they can be both professionally and on a personal level, as a result of that we facilitate and include, additional CPD to enrich each individuals work life role. This may include additional languages, sign language or any other development opportunities, these will be written into individuals CPD folder, and may be shared across the team.

Monitoring and Evaluation of CPD

MBKB carries out observations of practice from starts processes to completion of training and all elements in between, this allows our managers to advise, support and develop team members on an individual basis, share experiences, coach, and further develop CPD plans. Collectively this consistently improves our high-quality apprenticeship training. Overall evaluation is used to educate our Quality Improvement plan, to ensure 360degree review of our effectiveness.

Peer on peer observations ensure that good practice is shared and help individuals to be accountable and evaluate their own development.

We are continually investing in our team to allow the best outcomes for themselves, 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.

We utilise skills and expertise from within the team, team members deliver CPD sessions to one other sharing their specialised areas of expertise, this allows all team members to upskill, share reflections, knowledge, skills and behaviours and in turn gives tutors more tools to deliver the subject areas to their apprentices

Evaluation of our CPD activities is also measured:

- Team satisfaction ratings
- Team retention figures
- Apprentices progress and achievement
- Observation grades for Quality of teaching and learning
- Apprentice and Employer surveys/ feedback
- CPD KPI's
- External audits and reviews

Annual Review

This policy will be reviewed annually as part of our self-assessment process. All Queries and concerns about Team CPD issues should be referred to the Quality Director, Lisa Elcocks, Lisa@mbkbgroup.com.

This policy along with our other key polices and protocols can be found here

<https://mbkbgroup.com/policies/>

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