



School Policies

Policy title	Continuing Professional Development Policy				
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Written on	March 2010	Reviewed on	April 2018	Next review due	April 2019
SLT link	JWR		Governor link	F Rippin	

Copies in	Policies folder ✓	Handbook ✓	Student planner	Website
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**This policy has been written in conjunction with the college's Equality policy (Equality Act 2010)**

CPD applications

Staff wishing to apply for a Continuing Professional Development course need to complete an electronic application through Blue Sky. This needs to detail the nature of the course and its pertinence to either Appraisal objectives or Teaching and Learning Responsibilities. Courses will then be considered by the CPD manager based on pertinence, budget, CPD history of applicant and availability in the diary. Rarely cover implications are that only 3 staff members should be out of school at any time and these spaces will be allocated on a first come first served basis. Successful applications will then be either booked by the applicant where no cost is involved or booked and invoiced by the finance office upon receipt of the necessary paperwork where a cost is incurred. In addition, staff have a responsibility to record and evaluate their own CPD using the Blue Sky system. Failure to evaluate CPD events will effect attendance on future CPD. Detailed user guides for Blue Sky are available in the staff area.

Planned Absence

Requests for absence for professional purposes but which are not considered to be CPD should be made using a salmon or pink form. These should be authorised by the SLT line manager in conjunction with the cover manager.

Applications for personal absence should be made to the Principal who will authorise either paid or unpaid absence. Applications for medical leave should be made to the AP I/c of CPD or the Principal, however, staff are encouraged to make medical appointments outside of school time wherever possible.

Bursaries

Money received through bursaries will be held in the CPD budget until the end of the financial year within which it is awarded unless specifically discussed with the CPD manager. At the end of that time, unspent money will be absorbed into the school budget. Bursary money can be spent on course costs (where travel and subsistence will also have to be met), resources and reprographics. It can also be used to take time off timetable which will be charged at £20 per lesson regardless of the need for supply.

Upon receipt of a bursary, recipients must indicate roughly how they are going to spend their bursary and all requests to spend bursary money must be cleared by the CPD manager. Failure to do so will result in funds being taken from the relevant faculty budget.



# *CROWN HILLS COMMUNITY COLLEGE*

*A Specialist Sports College and Training School*

## Additional qualifications

Crown Hills highly values its staff and is therefore supporting of all staff wishing to further their qualifications in support of their role within the college. In light of this we will do the following:

- Support all staff wishing to complete Level 2 qualifications in literacy and numeracy. This will involve funding courses, examinations and providing reasonable personal time as necessary.
- Support all staff wishing to complete Level 2 qualifications which can be shown to have a beneficial impact on the college. This will involve funding examinations and providing reasonable personal time as necessary. It is no longer possible to fund course costs for these qualifications from the central CPD budget (Faculties can fund at their discretion) but release time can be negotiated.
- Support all staff wishing to complete qualifications at Level 3 or above where it can be shown that the qualification is pertinent to the college improvement plan and the learning of our students. This will involve providing personal time for examinations and some release time for attendance at sessions. It is generally no longer possible to fund course costs for these qualifications; where funding is available it will be for a maximum of a third of the course costs up to a total of £500 per teacher or £100 per support staff member during their Crown Hills career.
- Staff wishing to complete specific educational qualifications or programmes such as leadership pathways will be eligible to receive full funding and support time.

All such applications should be made through Blue Sky and approved as appropriate. Applications for Level 3 qualifications or higher must also be discussed directly with the CPD manager. Please note, any costs incurred through non completion of courses or late withdrawal will need to be met wholly by the applicant and not the college.