



# Reynolds

## Training Services

<b>POLICY NAME</b>	Continuous Professional Development Policy		<b>POLICY NUMBER</b>	Po-009-RTS
<b>EFFECTIVE DATE</b>	November 2023	<b>NEXT REVISION</b>	November 2024	<b>VERSION NUMBER</b> 1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2020	Policy Implemented	John Reynolds
1	John Reynolds	January 2021	Annual Review – No Changes	John Reynolds
1	John Reynolds	January 2022	Annual Review – No Changes	Andrew Reynolds
1.1	John Reynolds	November 2022	Update of learning objectives / Logos	Andrew Reynolds
1.1	John Reynolds	November 2023	Annual Review - No Amends	Andrew Reynolds

**Approved by:** John Reynolds  
**Position:** Managing Director  
**Date:** 15<sup>th</sup> November 2023

**Approved by:** Andrew Reynolds  
**Position:** Centre Manager  
**Date:** 15<sup>th</sup> November 2023



### Overview

Our vision for continuous professional development (CPD) is built around the principles outlined by CIPD (Chartered Institute for Personnel and Development), this is seen as a collective and individual responsibility to ensure that Learners (including apprentices) are provided with the most up to date information and that trainers and assessors not only develop their technical knowledge, but also their delivery skills across a range of environments.

### Core Principles of CPD

#### C - Continuing

- ❖ Employees and consultants demonstrate their commitment to developing their competence through the virtuous circle of CPD.
- ❖ Development is continuous in the sense that Employees and consultants actively seek to improve their knowledge, skills and performance.
- ❖ Regular investment of time and learning is seen as an essential part of professional life, not as an optional extra.

#### P - Professional

- ❖ Employees and consultants show an active interest in the internal and external environment and in the continuous development and improvement of self and others at both organisation and individual levels.
- ❖ Outcomes should reflect training and assessment methodology as well as technical and regulatory development within their field of delivery.
- ❖ Learning objectives should be clear and serve individual, learners, client and organisational needs.

#### D - Development

- ❖ Starting point is a realistic assessment of what needs to be learnt in order to meet the demands of the ever-changing learning and development environment.
- ❖ Development is owned and managed by the individual, learning from all experiences, combined with reflection as key activities.
- ❖ Working effectively and inclusively with colleagues, clients, stakeholders, customers, teams and individuals both within and outside of the organisation.

### Continuous Professional Development (CPD) Policy

In order to ensure that we are providing up to date information to those that we provide a service to and to ensure that we comply with the latest legislation, it is our policy to:

- ❖ Ensure that staff are recruited with appropriate experience and qualifications according to their role.
- ❖ Check the original copies of certificates.
- ❖ Training, assessment and internal quality assurance staff will need to have relevant qualifications in teaching/training, assessment and internal quality assurance.
- ❖ They are inducted appropriately and introduced to the delivery standards.
- ❖ Trainers and Assessors take ownership of their CPD, meeting as a minimum the core requirements laid out in the CPD tracker.
- ❖ Specific CPD sessions will be planned into the delivery cycle to provide opportunities to develop, meeting the minimum requirement of attendance for these is mandatory.



### Improving Knowledge, Skills and Performance

- ❖ Where relevant, staff will obtain qualifications relevant to their role.
- ❖ Employees and consultants will attend (at least) annual reviews, which will focus on the results of their work, the needs of the business and changing landscape of learning and technical requirements. Providing an opportunity for them to contribute to meetings and express their personal development objectives.
- ❖ Personnel development goals will be set focusing on Learning and Development as well as Technical and Regulatory requirements, providing a solid foundation to develop their knowledge and skill.
- ❖ Reynolds Training Services Ltd. will pay for membership of relevant institutes and encourage attendance of meetings to keep up to date and network with others.
- ❖ We will also discuss the work carried out to ensure that it meets the requirements of the program and the customer. Reflective practice is encouraged.
- ❖ We will support attendance of relevant trade association shows (Tank Storage Association Conference) and Learning and Development conferences, as well as relevant webinars or other technical body meetings.
- ❖ Mandatory aspects of CPD include Fire Safety and Emergency Response requirements, Safeguarding, Prevent and Equality & Diversity awareness training every 2 years. From time to time there may be other training deemed mandatory for specific personnel to attend.
- ❖ Personnel who are designated first-aiders must have a relevant and current First Aid qualification, and ensure that their skills are maintained in line with this policy and regulatory requirements.
- ❖ Records of CPD will be kept by the individual and reviewed by the Centre Manager.

### Observations and Internal Quality Assurance

- ❖ This is detailed in our IQA Policy.
- ❖ When observations are carried out, we encourage self-assessment and give feedback based on the observation criteria. Any development opportunities are discussed at this stage.
- ❖ All observations are recorded and tracked.

### Professionalism

- ❖ It is our policy to ensure that the Professional Standards for Teaching and Training are adhered to. These will be discussed during induction and review.
- ❖ Every training session is evaluated and it is our philosophy that we are “green and growing, not ripe and rotten!”.

### Ensuring that the needs of the Customer and Reynolds Training Services are met

- ❖ It is our policy to ensure that staff are developed to meet the needs of our Apprentices, adult learners and wider customer base.
- ❖ In addition to this, learning objectives are tailored to meet the needs of employees, customers, adult learners, apprentices, and Company needs.



### Monitoring and evaluating CPD

Evaluation is important as it should be used to ensure that the learning has worked or has a measurable impact. On completing CPD all staff are required to provide an evaluation of the activity and update their CPD log and report back to both the line manager any actions to address to share the knowledge gained to other colleagues within the Reynolds Training. The Company maintains a Training Matrix and Key Performance Indicators for training, and these records are evaluated against the needs of the company and any future plans.

### Supporting Documentation:

- ❖ Review Forms
- ❖ CPD Recording Forms
- ❖ Observation of Training and Assessment Forms.