



Bespoke Trainers

Bespoke care Cheshire Ltd T/A Bespoke Trainers

CPD process

This policy will be updated as the business changes and in line with new legislation. It will be reviewed and updated as necessary, a minimum of once a year. Where you see reference to the term 'Learner' in this policy, this applies to all Apprentices on programme.

Review Date	30/11/21	Next Review Date	30/11/22
Plan Owners	Sheila Goodwin MD/Operations Manager		
Governance Sign Off Date			
Managing Director Signed	S Goodwin	MD Print	
Date policy signed off by MD	30/11/21		

Introduction

At Bespoke Trainers we are committed to ensuring all our staff are committed to Continuing professional development, or CPD. This is the ongoing process of developing, maintaining, and documenting your professional skills, these skills may be gained formally, through courses or training, or informally, on the job or by watching others.

'Continuing professional development' will be an ongoing formal development throughout your time with the company, we require a certain amount of development activity to be carried out and documented each year as a condition of maintaining your skills and knowledge within the sector to be able to deliver within the standard and quality framework.

The Continuing Professional Development Cycle

The process of CPD is designed to help you identify and act on your own development needs.

The Continuous Professional Development Cycle shows that professional development is, much like other learning.

The process moves from identifying your development needs through planning and then carrying out your learning activities, to reflecting on your learning, and then applying it and sharing it with others.

The Continuing Professional Development Cycle.

- 1 Identify and plan your development.
2. Plan learning activities.
3. Reflect on your learning.
4. Apply your learning.
- 5 Share your learning.

The most important thing about CPD is that it is personal to you and to your development in the company.

You are expected to identify their own needs, organise with your manager any training, and learn for themselves. Part of being a professional is taking responsibility for your own skills and recognising when they need to improve.

1. Identifying Your Needs

There are a number of ways in which you can identify development needs. You can carry out a skills audit or discuss with your manager on your reviews, gain feedback from colleagues or your line manager about an area in which you are weaker. Alternatively, you may have an interest in a particular area and want to develop your knowledge.

Once you have identified your key areas for development, you then need to plan your activities.

2. Planning and Carrying Out Development Activities

Development activities may be either:

Formal, such as training courses or particular qualifications or informal learning, including side-by-side learning, video training, shadowing, mentoring, coaching or reading on the subject.

There is a growing recognition that continuing professional development is both essential and potentially expensive.

3. Reflecting on Your Learning

Reflecting on what you have learned is a vital part of continuing professional development. Learning does not emerge only from activities that you designated as ‘development’, and you may find that you are learning at least as much from your day-to-day activities.

All learning will be recorded by yourself and by your manager and stored in your HR file, this will be reviewed on Monthly reviews & KPI’s and annual appraisals.

4. Applying Your Learning

You must apply what you have learned to your own job. The competence theory of learning sets out that we move through four stages when we learn:

When you have done some training or other development activity, you will probably be somewhere between conscious incompetence and conscious competence, depending on how much you have been able to practise.

You therefore need to spend time applying your learning and practising to move to a stage of unconscious competence.

5. Sharing Your Learning with Others

Ensure you can share your knowledge and teaching with others by making sure that you fully understand and are competent in delivering and sharing this all the information you have accessed through your CPD, bringing this into your daily delivery.

It is a good idea to get into the habit of discussing your learning with your colleagues on a regular basis. Sharing each other's learning can be a good development tool, and can help you identify new areas for development, or ideas for other development activities, as well as helping to refine what you have learnt in your mind.

Recording Your Development

You should keep a folder or portfolio of all your development activities, drawing on your learning diary. The aim of this is to be able to show how your skills and knowledge have developed over a period.

Keep a note of your development needs and goals, and make a regular (quarterly, six-monthly or annual) assessment of your progress against them;

- Record any training courses attended, with a copy of any certificates or qualifications obtained. Keep a record of the date, provider, aims of the training, and your thoughts on what you learned from it;
- Make a note of any shadowing, video-assisted training or similar. In each case, record the provider, the aims, and your thoughts about what you learned;
- For any coaching or mentoring sessions, make a note of the date, the person you were with, what you discussed, and what you intend to do differently as a result;
- For any reading and other informal development that you do, make a note of the book or website, and what you have learned and will do differently as a result;
- If you are involved in any critical incidents, or make particular mistakes from which you learn, record the details of the incident, what you learned, and what you will do differently as a result.