



## St Andrew's School, Turi

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### CPD Policy

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Compiled by:	HR Director
Approved by:	SEC
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## 1. Introduction

Continuous Professional Development (CPD) refers to the ongoing process of learning and skill development that professionals engage in throughout their careers to stay current, improve their knowledge and skills, and enhance their effectiveness in their respective fields. CPD is essential for individuals and organizations to adapt to changing environments, technological advancements, and evolving best practices.

All staff and governors have a responsibility to engage in CPD to develop their knowledge and skills and be positive role models to pupils and colleagues.

## 2. Approaches to CPD

St Andrew's School, will support a wide portfolio of CPD approaches to facilitate the staff improvement. As far as possible, CPD is personalized and considers the career aspirations of the individual and the school's needs.

### CPD approaches will include:

- In-Service Training. The School holds in-service training days (INSET) during the academic year.
- Attending a course or a conference relevant to the staff roles and responsibilities.
- Undertaking online training;
- Attending internal training using the expertise available within the School.
- School-based collaboration, e.g. learning study triads, working parties to research and develop aspects of learning and teaching;

## 3. Leadership and Management of CPD

The Director of Learning, the CPD Coordinator and the Human Resource Director (CPD Leaders) have an overview of staff development. In order for staff to maintain and develop their skills and contribute to school development, the CPD leaders will ensure that CPD balances the needs of the School and its development priorities, the development needs of each department and the career aspirations of the individual. The CPD leaders' main responsibilities will be to:

- Identify CPD needs through school self-evaluation, analysis of appraisal and target setting, formal and informal discussion with curriculum and pastoral leaders and SLT and department heads;
- Discuss CPD priorities with their respective staff;
- Review Budgetary implications with the Deputy Heads Academics, the HR Director and the Finance Director;
- Monitor and evaluate the quality and impact of CPD through formal and informal feedback;
- Report to the Deputy Heads Academic / HR Director on the provision and impact of CPD;
- Keep up-to-date with CPD developments nationally and locally;

- Promote CPD as a central element of performance and appraisal;
- Provide details of CPD opportunities and disseminate information to the appropriate staff
- Determine the purpose of the CPD evaluation, such as enhancing skills, meeting regulatory requirements, or advancing in a career.
- Conduct a Skills Gap Analysis:
- Consider the organization's strategic goals and how CPD aligns with them.
- Review performance evaluations, feedback, or assessments to identify areas needing improvement.
- Define specific, measurable, achievable, relevant, and time-bound (SMART) objectives for CPD.

#### **4. Funding**

Funding for staff CPD is incorporated into the CPD budget subject to clause 5 below.

In all instances the employee will refund the full cost of the course if he/she fails to complete or pass the course in the stipulated course duration, unless prevented from doing so by sickness proved by the School's medical doctor or a recognized Medical Practitioner.

The Employee will however be expected to resume and complete the course once medically fit to do so.

#### **5. Bonding Criteria**

##### **Tier 1: Short courses:**

These are courses with a duration of less than one year and with a cost of less than Kes 100,000. Due to the duration and cost of the course, no bonding is necessary for Tier 1 training.

##### **Tier 2: Medium Term courses:**

**These are courses with a cost of more than Kes 100,000 up to Kes 499,999**

Due to the cost of the course, the member of staff is required to commit to one-year employment after the course is completed.

If the Employee leaves within the first year of completion of the course, 100% of the cost is to be repaid.

##### **Tier 3: Costly courses:**

**These are courses that cost the School between Kes 500,000 and Kes 1,000,000**

These come with a maximum contribution from the school of 50%, up to Kes 500,000/=. The employee's contribution may be deducted through the payroll for a duration of one year.

If the Employee leaves within the first year of completion of the course, 100% of the cost is to be repaid to the school. If the Employee leaves before the completion of the second year after the

completion of the course, 66% of the cost is to be repaid to the school

Due to the cost of the course, the member of staff is required to commit to two years' employment after the course is completed.

#### **Tier 4: Post Graduate Courses:**

For Post graduate Degrees from higher education institutions including Masters and PhD, the School will fund one third of the full cost, up to a maximum of Kes 2m.

Before approval is given to CPD training, careful consideration must be given to value for money and the resources available.

Due to the cost of the course, the member of staff is required to commit to two years' employment after the course is completed.

If the Employee leaves within the first year of completion of the course, 100% of the cost is to be repaid to the school. If the Employee leaves before the completion of the second year after the completion of the course, 66% of the cost is to be repaid to the school.

#### **Tier 5: International Post Graduate Certificate in Education (iPGCE)**

This Policy recognizes that Employees including Graduate Assistants (GAs) and Teaching Mentors may desire to pursue the International Post Graduate Certificate in Education (iPGCE) course to enable them attain the requisite teaching qualifications.

However, offering of such CPD opportunities by the school should not be construed as a commitment or undertaking by the school to offer the Employee an employment contract as a teacher on completion of course. In the event of any vacancy arising within the school, the Employee will be considered like any other candidate.

The following bonding criteria will thus apply in relation to Employees undertaking the iPGCE course:-

- The bonding periods provided herein will not apply if the school does not offer the employee an employment contract as a teacher by the end of the Easter term following the completion of their course.
- Where the Employer offers the Employee an employment contract as a teacher in the period stipulated above, the Employee is required to commit to two years of employment following acceptance of the teaching contract. If the Employee leaves within the first year of the teaching contract, 100% of the cost is to be repaid to the school. If the Employee leaves before the completion of the second year of their teaching contract, 66% of the cost is to be repaid to the school.

#### **6. Procedure for awarding CPD:**

- i. Employee to complete the Application for CPD form and approved by HOD / DoL / Head Teacher/HR Director.
- ii. Once approved the respective CPD Leader will request the Head of HR to prepare the training

agreement before the employee is asked to sign.

- iii. Employee to sign the Training agreement after approval by the HOD and Head teacher and the same is forwarded to the Finance Director to facilitate payment for the course directly to the institution.

## **7. Policy Review**

This policy is to be reviewed biennially.