



CONTINUOUS PROFESSIONAL DEVELOPMENT – APPRENTICESHIP STAFF

Policy Statement:

Always Consult is committed to the continuous professional development (CPD) of all staff to meet the needs of learners undertaking our apprenticeship programmes. Apprenticeships form a significant and increasing part of our business and ensuring our staff are functionally competent and continue to develop within the sector in which they are delivering training is of paramount importance to us.

We will undertake CPD training in two principle ways, regular standardisation sessions and specific individual training.

Standardisation:

We aim to conduct standardisation meetings at least every 2 months. These are designed to deliver the following training:

- Upskill staff in sector specific skills and knowledge.
- Upskill staff in changes within the sector
- Upskill staff in the changes to apprenticeship practice
- Re-affirm quality assessment practices
- Collectively discuss and implement new training methods we hope to introduce as part of our ongoing quality improvement
- Expose all staff to the wealth of company training resources in order they and their apprentices learn from them.

Individual Training:

As part of our CPD process we will encourage and support staff to attend external training events, webinars and courses as required to support their professional development. We use a 'train the trainer methodology' and encourage staff who take part in these activities to share their knowledge and upskill their colleagues. Examples of these activities include, but are not limited to:

- End Point Assessors course
- Attendance at national conferences (e.g. AELP National Conference)
- Attendance on Webinars
- Attendance at relevant workshops (e.g. Resilience and Mindfulness)
- Gaining additional qualifications (e.g. Level 3 EAT, IQA)



Continuous Development:

All our staff keep CPD logs. We encourage all staff to undertake study, resulting in a new skill, qualification or certificate, at least once a year. We review the CPD logs every 6 months to ensure they are kept up to date and show progress in the individual's development.