

GSS - Continual Professional Development Policy

The purpose of this document is to set out GSS's policy on Continual Professional Development for all staff as approved by GSS Directors.

1. PURPOSE

GSS recognises that their staff are the key factor in assisting the organisation to meet its strategic objectives and in providing the skills, expertise and knowledge necessary to the fulfilment of its mission.

We are therefore committed to the support of staff development which is an important part of our effort to achieve our plans and meet our contractual requirements in the delivery of our services

Continual Professional Development (CPD) may be defined as any activity which improves the effectiveness and efficiency of the individual, of the operation of the various parts of the organisation and GSS as a whole

CPD occurs across a spectrum of activities from the formal and structured to the informal, both within GSS and outside of it eg;

- Courses
- Seminars
- Skills up dates
- Scheduled Training courses
- Ad hoc on the job assistance
- Networking
- Rotation of duties and responsibilities
- On Line learning
- Attendance at courses, conferences, staff seminars, Team meetings and activities taken up with Professional bodies

NB: This list is not exhaustive

2. PRINCIPLES

GSS expects continuing Professional development opportunities to be available to all categories of staff including those who are part time and hourly paid, for whom equitable provision must be made in relation to the needs of their work and of GSS

GSS recognises that its efficient functioning depends upon the appropriate level of support and provision of continual professional development activities for the needs of all staff at all levels.

Staff development is an on-going process addressing continual professional development. In the process a key principle is that of mutual benefit, in which both GSS and the individual member of staff

are able to plan for development and to gain from its provision. It follows that both the individual member of staff and GSS have responsibilities for addressing varying development needs over time and within changing career patterns.

These needs are identified through formal processes including GSS Induction, appraisals, Observation and Feedback and informal discussions that can take place.

3. RESPONSIBILITY

Responsibility of identifying, planning and the provision of staff development will fall primarily with GSS Directors, but is also the responsibility of

- Line Managers
- Each member of staff

4. OBJECTIVES

The Objective of the Policy is to:

Ensure that we have a systematic framework for the planning, management and recording and evaluation of staff development activities for all staff

Ensure that every employee discusses and agrees their training and professional development needs with their line Manager/Director on an ongoing basis and at least once per year as part of our staff development and appraisals.

Enable each employee to have an expectation that they are likely to engage in staff development activities according to their role and needs

Achieve and maintain high standards of quality in our staff development

5. PLANNING

- GSS shall maintain plans for staff development that will address the following
- The Induction of new staff and their initial training and understanding of GSS policies and procedures
- A minimum of 25 hours per year to be dedicated to CPD activities
- CPD related to the demands of the individual members role
- Individuals personal skills and career development through appraisal processes

6. DELIVERY

GSS Management will work with its staff to establish a programme of staff development based on the needs identified throughout the appraisal processes and or identified necessary industry stipulations in line with the delivery of our services

GSS will work with its staff to ensure that at least once a year there is provided structured development workshops/meetings, courses or activities in accordance with delivering professional development

7. QUALIFICATIONS

GSS will ensure that staff working on specified contracts on behalf of GSS are accredited to the minimum requirement as per the specifications of the contracting/awarding body and where training is required to undertake this it is actively encouraged and supported.

GSS commit to ensuring the all staff are given access to training to assist with personal development and to meet the needs of personal safety, contractual obligations and statutory requirements

8. MONITORING AND EVALULATION

GSS will ensure that information regarding staff development activity is recorded in accordance with GSS's CPD record log so as to effectively manage, expectations, obligations and to respond to requests for information from external bodies to ensure we meet industry specific standards and Contractual obligations

The annual staff development appraisal will include consideration of staff development activities pursued their effectiveness, feasibility, costs and implications to GSS alongside their effectiveness for the individual prior to further development plans being implemented. It will be particularly important also to confirm whether development needs identified previously have been met and fulfilled the criteria to which they were required

9. Review

We commit ourselves to undertaking a formal review of the Policy at least once every two years and usually yearly and to communicate changes organisation wide.



Signed by Sonia Benjamin
Director
Updated v9
September 2021