

1. POLICY STATEMENT:

1. The Kingdom College support the investment of Training and Development with its employees and committed to provide equal opportunities for the training and development to all its staff. We will ensure that our all staff has up-to-date knowledge, skills, and behaviours to perform their job efficiently through continuous professional development.
2. CPD planning will be integrated with our College Development Plan and based on priorities identified through self-evaluation and changes in the business external environment.
3. We will monitor the implementation of the policy by arranging CPDs courses for our staff and linking it with staff appraisals.

2. STATUS OF THE POLICY:

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by Kingdom College Limited from time to time.

3. POLICY IMPLEMENTATION:

The information contained within this document provides a clear statement of the Company's commitment to continuous professional development. It provides a Code of Practice to assure the implementation of this commitment.

4. GENERAL CONTINUOUS PROFESSIONAL DEVELOPMENT PRINCIPLES:

4.1 Appraisal System:

The college will have effective measures in place to audit the professional and personal needs of staff and link to the appraisal system. The training Matrix of the college will also be maintained to evaluate the current skills of the staff and identify future professional development needs.

4.2 Requirements for Training and Funding:

The needs of training and development must link with the Kingdom College's objectives. can afford to fund the course

Whether Kingdom College Limited can afford to fund the course or not.

How relevant the training is to the needs of the Kingdom College and the employee's post, or to the employee's future development.

4.3 TYPES OF TRAINING AND DEVELOPMENT COURSES:

The Kingdom College will consider any type of training and development courses as long as it is relevant. The main areas are:

1. Courses relating to the enhancement of skills for an employee's current position. These include internal and external courses providing technical training, for example on the use of software packages, safeguarding, prevent duty, health and safety etc. and specialist training relating to the skills that employees require for their job. These courses can be anything from a half day to a week.
2. Courses leading to a professional or academic qualification. These include both attendance at an educational establishment or distance learning, e.g. Higher National Certificate, Higher National Diplomas, and CIPD. These courses can be anything up to 2 years.

3. Courses that have a specific management or supervisory focus. These include internal and external courses on manager development, supervisory skills for managers, and leadership development programmes. These courses are anything from a day to a year.
4. Other types of training and development include: work shadowing, mentoring, coaching, reading.
5. The manager is expected to take an active interest in the employee's progress and support them with appropriate information or experience where possible. Any employee who undertakes a course must provide regular updates to their manager on their progress (and to submit copies/proof of qualifications and successful assessments). On shorter courses, a meeting should take place to review the learning points and discuss how these can be applied to their role.

4.4 Attendance:

1. Where paid leave is taken the Kingdom College Limited may require evidence of attendance at the course. For breaks on the course due to holidays (e.g. half term etc) the employee will be expected to attend work.
2. Failure to attend the course without an acceptable reason or any fraudulent claims made in relation to the course will result in disciplinary action being taken under the Kingdom College Limited's Disciplinary Code.
3. If at any time the employee is unable to attend the course due to ill-health, the Management of Attendance Policy should be followed.

4.5 Financial Assistance Provided:

1. Course fees.
2. Cost of any related practical training.
3. Registration or exemption fees.
4. Cost of purchasing books and equipment – if the book/equipment is considered essential, one claim per subject per course will be reimbursed and the items will remain the property of the Kingdom College Limited.
5. Travel expenses in excess of normal mileage to and from work.

6. Payment of fees in respect of the first sitting of examinations only. For a first re-sit in an examination, the employee will be expected to pay any fees, which will be reimbursed should the attempt be successful. For any further re-sits the employee is responsible for payment of fees and no reimbursement shall be made.

4.6 MEMBERSHIP:

Where membership of a professional body is a pre-requisite to the completion of an institution's programme of qualification, membership fee will be reimbursed during the student/study status only.

4.7 Ill-Health:

Where an employee is unable to complete a course due to ill health, or other significant reason, the Managing director along with the relevant college/educational establishment will review whether the employee is able to continue with the course after taking a respite break, or whether the employee can restart the course the following year.

4.8 When an employee leaves the Kingdom College Limited:

Where an employee leaves their employment with the Kingdom College Limited whilst undertaking a course, or within 1 years of completing the course, repayment of fees will be required.

4.9 When an employee fails to complete the course:

Kingdom college Limited may withdraw the support and will require the repayment of financial assistance granted when an employee:

1. Discontinues a course part way through
2. Fails to sit an examination or submit work for assessment within a reasonable period,
or
3. Fails to show satisfactory progress in their studies.

4.10 Repayment of Financial Assistance:

The Managing Director with the HR Manager will discuss whether payment will be required and will discuss the arrangements for repayment.

Repayment may not be required where:

- An employee has failed to complete a course due to exceptional circumstances such as ill health, bereavement, or other significant reason.
- An employee fails to complete a course due to financial assistance being withdrawn by Kingdom College Limited (other than for reasons listed above).
- The employee is made redundant.

4.11 Repayment Amount:

Repayment is for course fees, examination fees and any books/equipment not returned (time/travel expenses are not included) and are as follows:

1. If the employee leaves the Kingdom College Limited within 12 months following the date of completing the course, full repayment of all fees and books/equipment not returned will be required.
2. The Kingdom College Limited reserves the right to take full or part repayment(s) from the employee's salary.
3. Where the new employer agrees to reimburse the Kingdom college limited the full course fees and examination fees owed by the employee, then confirmation of this must be received in writing prior to the employee's departure, otherwise recovery of the monies owed will be taken from the employee's salary.

5. 5. CPD BENEFITS TO LEARNERS AND STAFF

KCL expects the following benefits as a result of implementing this policy:

- Learner and College attainment.
- Improved learner retention and achievement rate.
- Improve learners understanding and enthusiasm.
- Improved Coaching and development skills of staff.
- Improved assessing skills of staff.

- Increased staff confidence.
- Increased evidence of reflective practice.
- recruitment, retention and career progression/promotable staff.

6. POLICY VALIDITY:

This policy is valid for the academic years 2023-2024 and is due for review in July 2024.

7. POLICY OWNER AND REVIEWER:

The Senior Managers are responsible for this policy.

8. POLICY MONITORING, REVIEW AND EVALUATION:

A review of this policy will form part of the annual process of self-assessment for the continuous professional development, and will involve input from a range of stakeholders including staff, students, awarding organizations, regulatory bodies and others.

Last Reviewed date: 01-08-2023

Next Review Date: 01-07-2024

Mark Simpkins, Chair of the Advisory Board

