CONTINUED PROFESSIONAL DEVELOPMENT POLICY

1. **Definition.** The GMC defines CPD as follows:

   CPD is any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance. It covers the development of your knowledge, skills, attitudes and behaviours across all areas of your professional practice. It includes both formal and informal learning activities.

2. **Types of CPD.** Developing an individual will normally benefit both the individual and the employer; both in the short and long term. While these benefits are likely to overlap it is convenient to consider CPD in two types:
   
   a. **Type 1. Prepare the individual for their role - a direct benefit to the School.** Where a staff member requires new core skills to equip them for a role that they have been appointed to or to equip them for a role that has developed. The employer should establish the need for this type of development, usually through the appraisal process. The School will normally choose who is best equipped to receive this form of CPD and the maximum numbers who might attend the same course. The School may elect to bring trainers to teach a group rather than send individuals out to attend courses.
   
   b. **Type 2. Develop or benefit the individual – an indirect benefit to the School.** Where generating new skills in an individual will benefit their career or will mentally stimulate them. Initiation of this form of CPD usually comes from the individual and would normally be supported by the line manager, the mentor or both. The School might reasonably expect that staff members who benefit from CPD add value back; by performing at a higher level or taking on additional duties.

3. **Cost of CPD.** There is nearly always a direct cost of CPD; registration, travel and subsistence and there will usually be an indirect cost associated with time off duties. The School has established a CPD account and allocates funds to this annually. A report will be made at year-end as to how much was spent on CPD and how many staff were recipients of a grant. Staff who apply for School funds to pay for Type 2 CPD may be invited to contribute something towards their own development. Such a partnership encourages commitment.

4. **Initiation of CPD.** A request to fund CPD may cover one or more of the types listed. The School will normally provide Type 1 CPD if there is a clear skills gap and will consider applications for Type 2 CPD on a case-by-case basis. All requests for CPD need to demonstrate benefit or need. The process should be:
   
   a. **Type 1 CPD.** The line manager should initiate the process. If there is a resource implication then the application form below should be submitted by the line manager. These cases will be approved or moderated by the Ops Group.
   
   b. **Types 2 CPD.** The individual should submit a request for CPD, with the line manager or mentor’s support indicated. These cases will be approved or rejected by the Ops Group; approval will indicate the extent that the School will commit resources or permit time away from work.

5. **Protocols.** No two cases are the same however to ensure some sort of parity the following protocols will be applied:
   
   a. University provided courses (ie CAPOD) will be considered before any externally funded courses. See the [PDMS website](#) for course list and booking process.
   
   b. Local CPD courses will be preferred to similar courses offered further afield (ie to minimise subsistence costs).
c. Distance learning would normally be preferred to residential courses.

d. It is unlikely that any individual would receive funding for more than one Type 2 CPD activity per annum.

e. The School may approve Type 2 CPD on the proviso that the individual secures additional external funding or contributes some of the cost themselves.

f. In each case the application will be considered in cost / benefit terms; cost being both cash commitment and time off from duties.

g. Funding will be conditional on an individual being appraised in the previous 12 months.

6. **Process.** Applications from individuals or line managers should be sent as a Word Doc using the format in the handbook. Send to Executive Administrator for attention of the Ops Group which meets a few times a month.

7. **Reflection.** Those who receive a CPD grant are expected to complete a short reflection on the activity. The format for this is in the handbook.