



Empowering Futures

Staff Induction and Continuing Professional Development (CPD) Policy

Version: 1.0

Date of Issue: 22 May 2025

Next Review Date: 22 May 2026

Approved by: Rhean White, Centre Manager

1. Purpose

The purpose of this policy is to ensure that all staff at Empowering Futures are effectively inducted into their roles and have access to ongoing professional development opportunities. This ensures consistency in standards, promotes high-quality teaching and learning, and supports staff wellbeing and progression.

2. Scope

This policy applies to all permanent, temporary, and contract staff working at Empowering Futures, including tutors, support staff, and administrators.

3. Objectives

- To provide a structured and supportive induction for all new staff.
- To ensure all staff understand their responsibilities and organisational policies.
- To encourage a culture of continuous professional development.
- To maintain compliance with awarding organisation and regulatory body requirements.
- To improve learner outcomes through the professional growth of staff.

4. Induction Process

New staff will undergo a structured induction programme within the first 10 working days of starting. This includes:

- Introduction to Empowering Futures' vision, values, and structure
- Overview of relevant policies and procedures (e.g., safeguarding, health & safety, equality & diversity)
- Role-specific expectations and responsibilities
- Introduction to the Quality Assurance Framework
- Access to IT systems, email, and virtual learning platforms
- Mandatory training (e.g., Prevent, Safeguarding, GDPR)
- Observation or shadowing of experienced staff

5. Continuing Professional Development (CPD)

Empowering Futures is committed to supporting staff in their professional growth. All staff are expected to engage in CPD activities each academic year. CPD may include:

- Attending internal and external training events
- Gaining sector-specific qualifications or upskilling
- Participating in standardisation and moderation meetings
- Reflective practice and self-assessment
- Peer observations and coaching
- Contributing to curriculum development

6. Recording and Reviewing CPD

Each staff member is required to maintain a CPD log which is reviewed as part of annual appraisals. The Centre Manager or designated line manager will evaluate the impact of CPD and identify further opportunities for development. CPD targets may also be set in line with centre improvement priorities.

7. Roles and Responsibilities

Centre Manager:

- Oversees the implementation of this policy and ensures CPD aligns with organisational goals.

Line Managers:

- Deliver induction sessions and support ongoing staff development.

Staff Members:

- Engage actively in induction and CPD activities and maintain their CPD logs.

8. Monitoring and Evaluation

The Centre Manager will review induction and CPD processes annually, using staff feedback, appraisal outcomes, and learner results to inform improvements.

9. Review and Continuous Improvement

This policy will be reviewed annually or following significant organisational changes or updates in regulatory guidance.

Signed: R. White

Name: Rhean White

Role: Centre Manager

Date: 22 May 2025