

SELF-EVALUATION OF PROVISION FOR CONTINUING PROFESSIONAL DEVELOPMENT: WHAT DO WE SAY WE DO?

FOCUSING	DEVELOPING	ESTABLISHING	ENHANCING
<ul style="list-style-type: none"> • Staff development/CPD coordinator has no job description • Approaches largely reactive with no proper records 	<ul style="list-style-type: none"> • staff development/CPD coordinator job description largely administrative • performance management policy sets out requirement for a professional development objective • list of who has been on what course maintained centrally 	<ul style="list-style-type: none"> • staff development/CPD coordinator has a clear job description • performance management policy sets out procedures to collate CPD needs based on objectives agreed • all staff required to keep an individual record of courses attended • procedure for maintaining a record of courses attended, linked to SIP/SDP 	<ul style="list-style-type: none"> • staff development/CPD coordinator has clear job description setting out a pivotal role and is a member of senior management/leadership team. • policy in place for CPD/staff development understood and shared by all staff • performance management and CPD policies closely linked • policy sets out how CPD needs to be collated from performance management & other evidence • all staff required to maintain CPD portfolios • monitoring/evaluating policy sets out procedures to evaluate the impact of CPD