

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

POLICY

1: Defining CPD

Continuing professional development (CPD) and training is defined as learning undertaken by teachers to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to their profession.

This is a dynamic process and may be achieved not only through participation in formal coursework but also through professional experience, collaboration, mentoring, participation in activities of professional organizations, and independent study and research.

2: Principles and Policy

Future Focus embraces and encourages educational and service excellence through continuous improvement of the Centre's teachers. All teachers will participate in professional development annually, and records of the teachers' performance are reviewed and evaluated. Responsibility for professional training and development extends to all levels of the organization so that all teachers, assessors and teaching staff are expected to keep abreast with latest developments regarding the profession.

Future Focus shall encourage professional development and training to enhance and build the capacity, skills, excellence, and professionalism of teachers to enable them to contribute effectively and creatively to the Centre's mission. The management shall

continuously strive to identify and communicate priorities and goals, as well as relevant developments and trends that seek to improve the Centre.

We shall also be responsible:

For assessing and communicating professional development and training needs of individual employees

For administering this policy

For identifying professional development opportunities to integrate efforts and optimize resources

For providing an annual report reflecting the activities and events attended, as well as additional data regarding participation headcount.

3: Commitment by lecturers, assessors and other educators

Lecturers and teaching staff are responsible for engaging in the development of plans and for participating in designated learning experiences. They shall be responsible for assessing their job related skills and knowledge, for maintaining a high level of performance throughout their employment, and for seeking appropriate professional development and training opportunities in conjunction with their supervisors.

All teaching staff must complete professional development and training each academic year. Moreover, they shall be committed towards maintaining and developing professional expertise such as discipline development, instructional development, career development and organizational development.

Activities may include:

Attending conferences, seminars, workshops, classes, teleconferences, or webinars

Participation in workshops on classroom research, teaching methods or learning styles

Courses in administrative training, project management, certificates in supervision

Participation in strategic planning, change management, coaching, communication processes, group dynamics, performance management, systems integration and strategic goal alignment workshops or coursework

Participation in professional networks associated with one's profession, job responsibilities or organization

Any other activities as agreed upon by the lecturer and the Managing Director that support the mission of the Centre and student success.

4: Our commitment towards the learners

In addition, Future Focus strives to encourage and enhance other learning directly related to optimal job performance, such as:

- i. knowledge of the Centre's policies, procedures, mission or governance structures
- ii. communication skills, including basic skills, conflict management and resolution, negotiation and facilitation
- iii. team communications and/or team building skills
- iv. knowledge and skills related to acting as a member of an ethnically and culturally diverse Centre in an inclusive and respectful manner
- v. knowledge and skills in recognizing and responding effectively to discrimination and harassment

Quality Assurance Policies and Procedures

- vi. knowledge and skills in the uses of technology to increase the efficiency and effectiveness of the Centre's educational practices
- vii. any other activities as agreed upon by the employee and supervisor that support the mission of the college, the NC Community College System, and student success.

Policy review date: July 2020