

ALTERNATIVE PROVISION

CPD Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Aims and Objectives

CPD will serve to support [RAISE-AP](#) to achieve its developmental aims in each given year, support the professional development of all staff and support any member of staff who has been identified as being in need of professional development support.

It is the aim of [RAISE-AP](#) to offer all staff the opportunity to undertake continuing professional development, relevant to the Improvement Plan, their Departmental Development Plan and their own personal professional development as identified primarily in their Performance Development Review.

It is recognised that professional development for any individual will be likely to lead to enhanced professional opportunities outside [RAISE-AP](#); this is seen as a natural consequence of structured CPD. This means that staff will be expected to seek management training where this is viewed as relevant to their future career.

The areas to which funding will be targeted will be in line with those areas which are identified by [RAISE-AP](#) as being of major importance in the relevant financial year for which funding is provided.

Process

The criteria for accessing CPD will be in accordance with [RAISE-AP](#) priorities but will also take account of the needs of the individual seeking CPD support as identified through the Performance Development or other processes.

Applications to attend courses, which have been identified at provision or department level as meeting the requirements of the Improvement Plan, or are identified as necessary for the individual concerned, will be submitted via email to the Head of Provision.

Initiating a CPD request that requires cover must be undertaken at least 2 weeks in advance of the date the cover is required. It is important that any papers associated with courses are uploaded onto the system for use within other areas where relevant.

Evaluation

Feedback following CPD should form part of the next departmental or management group meeting and the department must make provision to review the impact of their training and development during the term/academic year during which CPD occurs. SLT line managers will review the impact of any CPD which departments have undertaken during their termly line-management meetings. In cases of longer-term planning, review

should follow by a pre-determined date. An evaluation form must be submitted to the Head of Provision. Reports on the review of CPDL for any given financial year should form part of a Head of Department report to the Head of Provision at the end / beginning of the academic year and the Head of Provision will write an annual CPD report to the Educational Directors.

Record Keeping

All staff will keep a log of their own personal CPD on the [RAISE-AP](#) online system. Staff should also email this log to the Head of Provision for secondary storage.

Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our CPD policy.
