Staff Professional Development 2026

Introduction
The most significant resource in ensuring success for our learners are all employees of the Martec Training Limited team. Continuous Professional Development encompasses all of the activities that staff undertake to raise their performance, through increased sector knowledge and development of teaching and delivery skills. This includes external courses, internal courses, opportunities for curriculum development work and new responsibilities.

Rationale
As a leading provider of educational development and high-quality teaching and learning, we understand and acknowledge the need for a Continuous Professional Development programme.

Martec Training Limited has an obligation to secure the Continuous Professional Development of its staff and it aims to encourage career development.

Guidelines

1. The Continuous Professional Development programme will be integrated with Improvement Planning, Performance Management and Work Scrutiny.
2. The programme will extend to all employees of Martec Training Limited.
3. Continuous Professional Development has three aspects:
    - Induction into the organisation
    - Training for the job
    - Continuous Professional Development for career progression
4. Continuous Professional Development will be linked to clearly definable outcomes through targets arising from Performance Management, Improvement Planning and Work Scrutiny.
5. Where possible Continuous Professional Development activities will be accredited.
6. The Operations Manager will allocate a budget to support the Continuous Professional Development programme.
7. The negotiated delegation of responsibilities represents an important opportunity for the Continuous Professional Development of staff.
8. Where appropriate Continuous Professional Development will be delivered internally and draw upon the expertise of the staff team.
9. Continuous Professional Development needs may be identified through the following process:
    - Improvement Planning
    - Performance Management
    - The individual member of staff identifying a training need

- Work Scrutiny

10. In the event of an employee tendering their resignation, his/her resignation will render any Continuous Professional Development assigned to that individual to be cancelled or delegated to another member of the organisations staff. This is to ensure that the benefits gained from such training are embedded within the relevant areas of the organisation.

CONTINUOUS PROFESSIONAL DEVELOPMENT – STAFF RESPONSIBILITIES

All Staff

- It is the responsibility of all staff to plan and manage their own career development, ensuring a minimum of 16 hours training and development is completed each year.
- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every individual member of staff is responsible for maintaining a record of the Continuous Professional Development (CPD) that they have undertaken. A Continuous Professional Development portfolio has been provided to all staff as a place to keep this record and their Curriculum Vitae as it develops. Agendas for Organisational Development Days should be kept in the portfolio as a record of CPD undertaken.
- Each year all staff are involved in the Improvement Planning process and Performance Management. With the support of their line managers they are required to identify the CPD that they believe they require in order to achieve improvement targets and support employers that they are responsible for.
- When an Improvement Target comes up for evaluation and CPD has been undertaken in support of the target then staff must identify how effective they believe the CPD activity was in enabling them to achieve the Improvement Target.
- When attending an external CPD course staff are expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to the Faculty Manager as soon as possible after the course. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Faculty Manager responsible for CPD prior to the course. Staff may only travel 2nd class.
- All staff who attend training and development activities, should feedback to all relevant staff to share best practice and their knowledge and understanding.

Line Managers

All line managers are responsible for:

- assisting staff in identifying their CPD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- ensuring that CPD needs arising out of Improvement Targets are identified in the Improvement Plan
- monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- evaluating the effectiveness of CPD in supporting Improvement Targets and meeting employers needs
- supporting Faculty Manager in organising CPD activities relating to their area of responsibility, including those that take place during Development Days.
- monitor the CPD Plan for those subjects and areas within their responsibility
- ensure that CPD needs are identified alongside Improvement Targets in the Improvement Plan

- assist the Operations Manager in prioritising CPD needs to ensure that the limited CPD budget is applied to the greatest effect
- once the CPD budget has been allocated, support the Faculty Manager for CPD in communicating the details of the CPD Plan to Martec Training Limited staff.

Operations Manager

The Operations Manager has overall responsibility for all aspects of CPD including:

- the efficient and effective application of the CPD budget to the training needs of all staff
- the organisation of all CPD undertaken during Development Days
- assisting staff in identifying the most efficient and cost-effective method of achieving CPD
- maintaining a database of CPD providers including details of the quality of provision through the evaluations of staff who have previously attended courses
- the production of an Annual Report on the CPD Plan and all CPD undertaken in the Academy
- ensuring the CPD plan is fully implemented within the limits of the CPD budget
- respond to the CPD needs identified in through employer and learner feedback, the Improvement Plan and Performance Management in the production of a draft CPD plan to enable the CEO supported by the manager responsible for CPD to allocate the CPD budget effectively and efficiently

Signed:

Dated: 05.08.26

To be Reviewed: 05.08.27