

WELLBEING FITNESS EDUCATION CENTRE

STAFF INDUCTION AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

1. New Staff and New Associates

All new staff and associates receive initial induction sessions and continued training to ensure that each receives appropriate guidance and training in relation to:

- Wellbeing Fitness Education Centre's vision, values, purpose and method;
- understanding their own role in the context of the organisation, including equality and diversity;
- policies and procedures relating to the role;
- sector developments and an overview of relevant regulators and their requirements and expectations
- an overview of relevant legislation
- key stakeholders and their roles and responsibilities.

Formal training needs for staff are identified as part of Wellbeing Fitness Education Centre and/or its associates' staff's professional development review (annual appraisal), which is also used to monitor performance and evaluate the effectiveness and consistency of individual's work. For example, training may be required for areas that include subject specific knowledge, data protection, equality updates, regulatory and market developments, assessment and delivery methods. In some cases Wellbeing Fitness Education Centre may ask external consultants to facilitate such training. In line with Wellbeing Fitness Education Centre's vision and values, all staff are actively encouraged to flag up individual needs with their line manager in order to ensure that Wellbeing Fitness Education Centre and its associates continue to develop and deliver high-quality provision and provide a first-class service.

2. General Staff Training

In addition to the induction training and individual training, all staff will attend regular training on relevant legislation (e.g. equality and diversity issues) or policy and procedure changes. The training session will be designed and facilitated by Wellbeing Fitness Education Centre and/or its associates. The performance of each member of staff will be reviewed via annual appraisal process. Appraisals occur annually and all Wellbeing Fitness Education Centre and/or its associates' staff will receive their first review after their probationary period. Training needs are identified and training plans put in place alongside setting objectives for the year. All Wellbeing Fitness Education Centre staff and the staff of its associates will receive one-to-one meetings on a regular basis to review their progress. Wellbeing Fitness Education Centre and its associates are committed to incorporating specific and appropriate duties in respect of implementing its equality opportunities and diversity policy into job descriptions and work objectives, for all staff.

3. Staff Induction and Training

The Wellbeing Fitness Education Centre's strategy and that of its associates is intended to support and help create a motivated, engaged workforce who will perform to high standards. The sustainability of Wellbeing Fitness Education Centre relies on the presence, productivity, accountability, competence and ability to reflect, learn and think before acting. As such, Wellbeing Fitness Education Centre and its associates are committed to developing the skills of its employees and recognises that undertaking continuing professional development, training and qualifications can benefit both an organisation, its employees and its beneficiaries. Wellbeing Fitness Education Centre aims to promote and facilitate high quality development and staff welfare that

encourages reflective practice in order to sustain and increase performance, individual and organisational success and better outcomes for beneficiaries.

The CPD priorities are:

- to enhance and develop staff's knowledge, skills and ability in the areas of administration, leadership, management, finance, quality assurance, qualification development and education;
- to facilitate a professional context within which staff can grow and flourish, facilitating that they can truly serve their individual and collective purpose;
- to develop a culture of work-based learning and practice sharing;
- to keep staff up to date on current legislation, particularly around areas such as equality and diversity;
- to assure and enhance the quality of qualification development, quality assurance, teaching and learning as well as the services supporting them;
- to encourage a culture of life-long learning and reflective practice. This strategy is underpinned by key activities including:
 - mandatory CPD;
 - the induction process for new staff members;
 - role-specific CPD;
 - personal development; and
 - organisational development and research relating to vision, method and purpose.

4. CPD Policy

Wellbeing Fitness Education Centre and its associates aim to attract, retain and develop high-quality and creative staff. The Centre and its associates are committed to lifelong learning, and staff are encouraged to see development as continuing and lifelong.

Wellbeing Fitness Education Centre will therefore ensure that CPD activity is managed, implemented and monitored to achieve this purpose.

CPD aims to raise understanding, levels of competence and professionalism. It is the intention to improve the practice of both staff teams and individuals by developing a "learning community" in which a supportive and collaborative culture extends the capacity for continuous self-improvement. Wellbeing Fitness Education Centre and its associates recognise that the most effective CPD is that where colleagues can learn from one another through feedback, reflection, self-evaluation, coaching and mentoring. CPD can take many forms including

- attendance at a course or conference;
- training using in-house expertise;
- training using an external consultant, adviser, teacher adviser, or other relevant expert;
- training using external expertise for demonstration, or master classes;
- visits to other organisations to observe or participate in good practical experiences such as contributing to a training programme at another, or being involved in a local, national or international network;
- job enrichment activities such as taking a temporary post of higher responsibility, job sharing, rotation or shadowing;
- producing documentation or resources for the use by other staff, for example assessment materials, qualification development training resources or training videos;
- coaching, mentoring or acting as a critical friend;
- being part of an interview panel.



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