

Employee Professional Development Policy

Vision of Professional Development

The Sport Structures vision is:

'To transform sport and physical activity through empowering and inspiring people'.

This vision relates to external customers, learners and clients as well as internal members of staff. Sport Structures have a longstanding commitment to supporting members of staff with their professional development to raise performance and ensure learners and employers are benefiting from expertise from staff that is current and up to date.

One value the company operates by is to reflect and improve so professional development of staff is actively encouraged and promoted. Staff are given the opportunity to constantly improve through professional development with the aim to encourage career development for each member of staff.

Professional Development Process and Monitoring

The Professional development process relates to all staff working for Sport Structures and it is the responsibility of each staff member to manage their own professional development (PD) with the support of their line manager.

Sport Structures has developed a training plan and performance management process to ensure a member of staff is well trained and supported with skills and knowledge which are integral to the company, their role and their personal development built into a personalised professional development plan (PDP) and continuous professional development (CPD). The PDP will allow a member of staff to identify what training and upskilling is required to improve themselves. The staff member can see what they will improve and how it will improve their work, and a line manager can also monitor the professional development of their staff member. The PDP will be formally reviewed by a Line Manager and staff member through quarterly staff progress meetings and yearly annual appraisals. The CPD is used to record activities linked to PDP. Sport Structures commits to allowing staff to complete at least 40 hours of professional development per year and tracks this through each member of the staff's PDP/CPD logs.

PD opportunities will be identified by the company and shared with staff members as either mandatory or optional depending on the member of staff and the development activity offered. This will ensure that members of staff are meeting a minimum of 40 hours of professional development per year. These activities will be shared with staff in advance and sometimes will be identified following analysis of the skills matrix and the development needs of staff by the senior leadership team.

In addition, PD opportunities will be identified by staff and discussed with their Line Manager at quarterly staff progress reviews. A staff member can put forward a case for professional development and will often have to identify the benefit to them of doing it. Once this has been discussed, the Line Manager will approve it or not. If it is not approved, then the staff member has the option of requesting it formally with the senior leadership team. If this happens, it will be added as an agenda point in the next operations meeting where it will be discussed and agreed upon. Each PD request will be evaluated on a case-by-case basis and where the development includes considerable cost to the company, a Line Manager would need to gain approval before authorising. In addition, staff may choose to complete PD away from the workplace and not seek support from the company. Where PD

is related to their role in the company, funding is explored to support the individual. This may involve finance or resource (such as time).

Professional Development Methods

Employee sector expertise, skills and performance and teaching training knowledge, skills and performance are improved in a variety of ways. Below lists an example of some of the PD activities Sport Structures' staff have completed although this is not exhaustive and further PD methods can be identified by the company or the individual with the PD process identified in this policy being followed.

- CPD/standardisation days – covering best practices, training and information on various sector knowledge, quality assurance, teaching and delivering.
- Accredited training, non-accredited training or apprenticeships undertaken in PD areas related to a staff member's role.
- Membership of the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) to gain industry information and knowledge and to help participate in shaping new policies or the implementation of strategies.
- Utilising opportunities to work with CIMSPA in the development of industry standards and apprenticeship standards through trailblazer groups.
- Membership of the Association of Employment and Learning Providers (AELP) – which includes webinars, workshops, training and information working in further education and the apprenticeship sector.
- Attendance at sports sector AELP meetings which bring together stakeholders in further education that specifically work in sports.
- Membership of the Fellowship of Inspection Nominees (FIN) which focuses on supporting organisations with Ofsted requirements through support, guidance, information and training.
- Engagement with awarding bodies and end point assessment organisations (EPAO) – covering training, CPD and information on new standards or qualifications.

Professional Development Sharing

PD is important and, on some occasions, only one member of staff will attend a training or webinar or be enrolled on an accredited learning programme, to meet their needs as part of their PDP. It will be an expectation that any information gained should then be shared with other members of staff who would benefit from it professionally. This is not an exhaustive list as new sharing methods can be identified, but Sport Structures uses the following methods to share PD information with all staff:

- CPD/standardisation days
- A shared internal system that documents all recordings, training and webinars
- Staff meetings/department meetings/team meetings
- Staff training days
- A monthly company update from the Directors

Apprenticeship Programmes

Employees work closely with employers and are involved in the co-design of apprenticeship programmes to ensure learning objectives are tailored to meet the employer's needs. This co-design

of delivery is identified at the start of an apprenticeship journey taking into account the learner's initial assessment so a clear delivery plan is in place. Regular progress reviews including the apprentice and line manager take place to monitor the progress of the apprentice and allow formal opportunities to check the suitability of the delivery plan and identify any changes or modifications required to benefit the apprentice.