

Bellevue Education International Ltd
CPD Policy

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This Policy Applies to Bellevue Education International Ltd.

BELLEVUE APPRENTICESHIPS

Reviewed July 2026
by
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Next Review - July 2027
Bellevue Education International Ltd
CPD Policy

CPD POLICY

- Principles, Values and Entitlements
- Identifying CPD Needs
- CPD Provision
- Evaluating Impact and Disseminating Good Practice

Principles, Values and Entitlements

1. Bellevue Education International Ltd. is a “learning community” where all are involved in a continuous process of improvement and enrichment. Bellevue Education International Ltd. is committed to fostering a positive climate for continuous learning. CPD is the means by which Bellevue Education International Ltd. is able to motivate and develop its community. It does so at a variety of levels - individual, team, whole company and through wider networks with an emphasis on collaborative learning.
2. Bellevue Education International Ltd. believes in the philosophy that “effective teachers should take ownership and give a high priority to professional development”. It believes that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and assists recruitment and retention. The CPD will be co-ordinated by the management Team, and internal and external training will also be provided where needed.
3. All those involved in Bellevue Education International Ltd. will go through a robust induction and gain continuing support and development from the management team.
4. The central features of the CPD policy comprises effective auditing and identification of need and aspiration, ensuring appropriate match of provision to learning needs of the individual, reliable and explicit evaluation of the impact of provision, effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced. This can be identified during monthly supervisions with the Quality Assurance Manager.
5. Bellevue Education International Ltd. will obtain appropriate management standards in organisations that support effective CPD, e.g. Investors in People, Charter Marks, Basic Skills management Marks.
6. Bellevue Education International Ltd. will use a range of types of provision and providers adopting “Best Value” principles in determining these.
7. Bellevue Education International Ltd. CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in the appropriate Standards Frameworks and the occupational sectors they work in.
8. Bellevue Education International Ltd. will support professional recognition including accreditation of the CPD undertaken.

Identifying CPD Needs

1. The management shall be responsible for identifying the company’s CPD needs and those of the Bellevue Education International Ltd. community. Such needs will be identified largely through existing mechanisms such as Performance Management,

self-evaluation, national and local priorities, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams.

2. The directors will be responsible annually for discussing with the Managers and the main CPD priorities and the likely budgetary implications of addressing these needs.
3. Requests for accessing CPD should be addressed to the Education Team who will decide on the most effective means.
4. The Education Team shall provide and update details of the range of opportunities available and be responsible for communicating relevant opportunities to appropriate staff. The information will be kept updated and made accessible and available to the Bellevue Education International Ltd. community.
5. The Education Team shall be responsible for ensuring that appropriate opportunities are provided for ALL members of staff within the Bellevue Education International Ltd. community.
6. The Education Team will carry out staff appraisals to identify staff CPD requirements that will be evaluated once complete to monitor impact on apprentices in their care.
7. Bellevue Education International Ltd. will work closely with the awarding bodies it is accredited with and seek guidance from these to ensure CPD is current and up to date.
8. We will work with employers and sector skills councils to align CPD with emerging changes in occupational working environments and check the impact this has on our clients and learners by using occupational skill scans.
9. All staff are required to undertake mandatory annual training in safeguarding and the Prevent duty, which will be logged as part of their core CPD.
10. The Education Team will be responsible for monitoring all CPD taking place and use a training matrix to log this.
11. By using Observation of Teaching and Learning Bellevue Education International Ltd. will identify CPD which is focused on the individual and where necessary set up CPD to ensure that staff teaching and training knowledge is improved, impacting directly on staff performance and our learners.

CPD Provision

1. The opportunities available will fully reflect the Code of Practice produced by the DfES in that they will only be offered if they:
 - meet identified individual, team or national development priorities (including DWP/DfE requirements)
 - be based on good practice - in development activity and in teaching and learning
 - help raise standards of pupils' achievements
 - respect cultural diversity
 - be provided by those with the necessary experience, expertise and skills
 - be planned systematically and follow the agreed programme except when dealing with emerging issues
 - be based, where appropriate, on relevant standards
 - be based on current research and inspection evidence
 - make effective use of resources, particularly ICT

- be provided in accommodation which is fit for purpose with appropriate equipment
 - provide value for money
- have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the management of provision.
2. Bellevue Education International Ltd. will support a wide portfolio of CPD approaches identified according to “Best Value” principles and which reflect the learning effectiveness of the participants. These include:
- in-house training using the expertise available within the company and collaborative activity (eg collaborative teaching, planning and assessment, work with a learning team, classroom observation, existing expertise, peer evaluation, collaborative enquiry and problem-solving, modelling)
 - coaching and mentoring and engaging in a learning conversation
 - job enrichment/enlargement (eg a higher level of responsibility, front line working in someone else’s job, job sharing, acting roles, job rotation, shadowing, leading meetings)
 - producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or video programme
 - accessing an external consultant/adviser or relevant experts
 - collecting and collating pupil feedback, data and outcomes
 - attendance at a lecture, course or conference
 - school visits to observe or participate in good and successful practice
 - secondments, exchanges and placements
 - postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as NVQs, Higher Level Teaching Assistants and Apprenticeships

All staff are required to maintain an updated, verifiable CPD log. This must include explicit evidence of mandatory annual safeguarding and Prevent training updates. This log is subject to review during monthly supervisions with the Quality Assurance Manager.