# Resourcing and Talent Policy

## Maintenance of CPD

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| **Version Control** | **Changes Made** | **Author** |
| Version 1  Jan 2025 | Refresh of presentation and format. | Resourcing and Talent. |

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### Introduction

* 1. This Policy details the method of achieving and maintaining Continual Professional Development (CPD) and associated payments for all Grey Book staff working either the Wholetime or On-call duty systems. The policy includes arrangements for administration, eligibility and assessment criteria.

### Background

2.1 CPD is an ongoing process of personal growth, to improve the capability and realise the full potential of professional Firefighters and managers at work. This can be achieved by obtaining, developing and demonstrating a wide range of knowledge, skills, experience.

2.2 CPD is designed to recognise and reward experienced employees who are able to demonstrate continual professional development including that required at ‘competent’ level under each of the National Standards.

2.3 All Firefighters covered by the NJC’s Scheme of Conditions of Service (Grey Book) who have served the minimum period of time following attainment of competence’ may apply for this payment, 12 months after competence.

### Initial Application Process

3.1 Eligible employees are individually responsible for applying for the additional payment. Applications may be sent at any stage of the year following a VIP appraisal, completion of the form and following line manager endorsement. The application will only be considered where individuals have achieved competence and can evidence a further 12 months of competent workplace activities.

3.2 Individuals may apply by completing a standard CPD application form (Appendix A). Employees will be required to complete the application form in accordance with the guidelines provided. This will include providing specific examples of success/achievement against all of the National Standards.

3.3. Examples should relate to experience and knowledge gained since attaining competence. The completed application form will be submitted to the line manager who will consider the application. If the CPD payment is agreed a ticket should be submitted into the HR Admin portal to have the payments added to an individual’s salary from date of application.

3.4 For each of the National Standards, individuals are required to provide evidence and examples of how they have continued their journey of professional development. Evidence should include specific examples where appropriate. These may result from the acquisition of experience, knowledge and understanding and can be acquired through day to day experience in the role, training courses, or a mixture of all. The success of the application will be judged on the appropriateness of the evidence not the length of the submission.

3.5 Provided all the eligibility criteria above and the National Standards (Appendix A) have been evidenced to a satisfactory standard, then the CPD application will be endorsed and staff will receive the additional payment.

### Maintaining CPD Payments

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4.1 It is expected that employees who are awarded the payment will maintain a level of continual professional development and commitment to their role, in order to maintain the payment.

4.2 As part of the appraisal process (annually), Line Managers will review and assess those in receipt of a CPD payment to determine their on-going eligibility and continued receipt of the payment.

4.3 During the annual appraisal to the following areas will be reviewed and checked for currency:

* Individual PDR Pro record is current and up to date, including all ‘Skills Certificates’.
* All role specific CFRS E-learns have been completed within the designated timescales.
* All mandatory E-learns have been completed.
* All Managers have attended at least 2 x Manager Development days each year.

Note - Where an individual has had a period of extended absence the line manager should consider the impacts on individual records.

4.4 Individuals who are deemed to have not demonstrated CPD will be notified of the outcome in writing within 28 days of their VIP appraisal. Those individuals that have not maintained a suitable level of CPD will have the payment removed and will be offered support and guidance regarding the specific areas for improvement from their line manager, non-renewal of the payment will be the exception.

4.5 Line Managers should have been meeting staff regularly and constant coaching and mentoring should ensure that individuals remain focussed on their CPD, and on target to maintain the payment.

4.6 Where an individual’s continued professional development is deemed unsatisfactory and the payment is removed, a period of no less than three months should be agreed to demonstrate progress prior to a review and the CPD payment being reinstated. This time period will vary dependent on the perceived gaps and the agreed action plan to meet the gaps. Disputes in this process will be managed through the existing Workplace Complaints procedure.

4.7 The CPD allowance will be maintained for staff undertaking promotions, both temporary and substantive and also secondments. It is recognised that such opportunities are a clear demonstration of development. (Individuals that have achieved a promotion will still be required to demonstrate attainment across the 4 areas identified in 4.3).

### Appendix A - CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENT SCHEME

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## NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY

## FIRE AND RESCUE SERVICES

## CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENT SCHEME

## APPLICATION FORM

***Please complete this form clearly and legibly using black ink****.*

You should complete this form in conjunction with the “Guidance Notes for Applicants”.

|  |  |
| --- | --- |
| **Personal Details** | |
| **Name** |  |
| **Role** |  |
| **Employee Pay Number** |  |
| **Date at which you attained competent level in your current role:** |  |
| **Date of enrolment:** |  |

**Note: Details of the criteria in respect of each national standard are contained in the *Guidanc*e *for Applicants* document.**

|  |  |  |
| --- | --- | --- |
| **National Standard (i) PROFESSIONAL COMPETENCE** | | |
| **Summarise your achievements under each of the criteria in order to demonstrate your continual professional development in each area, using specific examples where appropriate:** | | |
|  | | |
| **Professional Competence**  **Line Manager’s comments on the summary provided by the applicant:** | | |
| **National Standard (ii) COMMITMENT TO THE JOB** | | |
| **Summarise your achievements under each of the criteria in order to demonstrate your continual professional development in each area, using specific examples where appropriate:** | | |
|  | | |
| **Commitment to the job**  **Line Manager’s comments on the summary provided by the applicant:** | | |
| **National Standard (iii) RELATIONS WITH PUBLIC AND COLLEAGUES** | |
| **Summarise your achievements under each of the criteria in order to demonstrate your continual professional development in each area, using specific examples where appropriate:** | | |
|  | | |
| **Relations with public and colleagues**  **Line Manager’s comments on the summary provided by the applicant:** | | |
| **National Standard (iv) WILLINGNESS TO LEARN AND ADJUST TO NEW CIRCUMSTANCES** | | |
| **Summarise your achievements under each of the criteria in order to demonstrate your continual professional development in each area, using specific examples where appropriate:** | | |
|  | | |
| **Willingness to Learn and Adjust to New Circumstances**  **Line Manager’s comments on the summary provided by the applicant:** | | |
| **I duly apply for the Continual Professional Development payment** | | |
| **Name** |  | |
| **Signed:** |  | |
| **Date:** |  | |

### **LINE MANAGER TO COMPLETE**

|  |  |
| --- | --- |
| **Line Manager Comments** | |
| The applicant has served for the minimum period required at the competent level for their current position | Y / N |
| **The summaries above are indicative of the applicant’s performance. I confirm that the applicant has demonstrated sufficient continual professional development under:** | |
| Professional competence and results | Y / N |
| Commitment to the job | Y / N |
| Relations with the public and colleagues | Y / N |
| Willingness to learn and adjust to new circumstances | Y / N |

Delete as applicable:

**I confirm that the applicant has demonstrated sufficient continual professional development and should be awarded a continual professional development payment.**

**or**

**I confirm that the applicant has not demonstrated sufficient continual professional development and should not be awarded a continual professional development payment.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Signed:** |  |
| **Date:** |  |
| **Role:** |  |

If your assessment indicates that the required level of high professional competence has not been achieved under one or more of the national standards, a separate sheet should be attached detailing the reasons why and areas for improvement.

### **2ND LINE MANAGER TO COMPLETE/AUTHORISE**

|  |  |  |
| --- | --- | --- |
| **2ND Line Manager Comments** | | |
| I have reviewed the Line Managers assessments | | Y / N |
| **Based on the information provided, the applicant should receive the continual professional development payment:** | | Y / N |
| **An applicant must have demonstrated continued professional development under each of the national standards to qualify for the payment.** | | |
| **Name:** |  | | |
| **Signed:** |  | | |
| **Date:** |  | | |
| **Role:** |  | | |

If the application is not approved, or if you have disagreed substantively with the assessment made by the Line Manager a separate sheet should be attached detailing the reasons why and, where appropriate, your comments on areas for improvement.

### Appendix A - CONTINUAL PROFESSIONAL DEVELOPMENT

### Guidance Notes for applicants

This guidance is designed to help you complete the application form for the continual professional development payment. In order to qualify for the payment, you will need to demonstrate continual professional development over and above that required at ‘competent’ level under each of the national standards.

High continual professional development is reached under each national standard by demonstrating that continual professional development against each of the criteria.

For each of the national standards you are required to provide evidence of how you have continually professional developed. Evidence, which should include specific examples where appropriate, will result from the acquisition of experience and knowledge. This may be acquired through day to day experience in the role, training courses, or a mixture of both. You will be judged on the quality of the evidence not the length of the submission.

The national standards and their related criteria are as follows:

1. **Professional competence**

* Effective organisation of work to meet the demands of your role
* Commitment to health and safety requirements
* Experience

1. **Commitment to the job**

* Commitment to achieving your Fire and Rescue Service’s objectives
* Commitment to personal and professional development
* Commitment to achieving high levels of attendance

1. **Relations with the public and colleagues**

* Promoting equality, diversity and human rights in working practices
* Contributing to your Fire and Rescue Service’s objectives, recognising the needs of all relevant communities
* Working as part of a team

1. **Willingness to learn and adjust to new circumstances**

* Making best use of available technology
* Demonstrating an openness to change

**The Application Process**

The onus is on you to show how you have achieved continual professional development over and above that required at ‘competent’ under each of the national standards.

Care should be taken in completing this form to ensure fair and appropriate decisions are made. If you have any questions that are not covered in this guidance please talk to your line manager before submitting the application form.

For each national standard you are required to provide sufficient evidence to enable a fair assessment to be carried out. This does not necessarily mean that you must provide an example for every indicator under each standard.

You are not required to prepare a portfolio of supporting evidence. Please do not attach additional pages to the form. Use only the space provided. If your line manager or the verifier requires additional supporting information, they will ask you for it.

Each year managers will review and assess those in receipt of a Continual Professional Development payment to determine their on-going eligibility. Individuals will be notified of the outcome prior to 1 July each year. **The expectation is that non-renewal of the payment will be the exception.**

**Personal Details**

Please enter your name, role, employee pay number, and the date at which you attained ‘competent’ level in your current role.

**National Standard (i): PROFESSIONAL COMPETENCE**

Under this national standard, you will need to demonstrate continual professional development and results appropriate for your role. Using only the box provided for your comments, set out clearly and concisely your achievements against the evidence for which managers and verifiers will generally be looking for. The areas that you will need to consider are:

|  |
| --- |
| **Effective organisation of work to meet the demands of your role**  You should indicate, for example, how you:   * Make sure that all matters relating to the processing of information are carried out in a prompt, efficient manner and in accordance with policy and procedure, for example currency of Learnpro modules |

|  |
| --- |
| **Commitment to health and safety requirements**   * A copy of your Cumbria Fire and Rescue Service’s health and safety requirements and risk assessment for your role may be obtained. |

**Experience**

You should indicate the acquisition and application of knowledge and understanding gained through experience, beyond that required for ‘competence’.

**National Standard (ii): COMMITMENT TO THE JOB**

Under this national standard, you will need to show how you have, to the necessary standard, demonstrated commitment to your job in the role in which you have achieved competency and are currently in.

Using only the space provided, set out clearly and concisely how you have shown the sorts of achievements that assessors will be looking for. The areas that you will need to consider are:

**Commitment to achieving your Fire and Rescue Service objectives**

You should indicate, for example, how you:

* Take personal responsibility for your actions;
* Are focused on achieving results;
* Demonstrate sound judgement;
* Identify, implement and monitor development activities to enhance your own performance.

**Commitment to personal and professional development**

You should indicate, for example, how you:

* Keep yourself up to date with changes affecting your role;
* Assess your skills and identify potential personal development needs;
* Undertake continuous self-development activities;
* Obtain and utilise feedback from relevant people.

|  |
| --- |
| **Commitment to achieving high levels of attendance**  You should indicate, for example, how you:   * Achieved a satisfactory level of attendance in accordance with local policy and/or targets. In making such a judgment will be mindful of any reasonable circumstance which may have impacted upon an individual’s ability to achieve this, and the individual’s usual attendance record. |

**National Standard (iii): RELATIONS WITH PUBLIC AND COLLEAGUES**

Under this national standard, you will need to show, to the necessary standard, how you have achieved good relations with members of the public and with your colleagues. The areas that you will need to consider are:

**Promoting equality, diversity and human rights in working practices**

You should indicate, for example, how you:

* Develop and maintain positive working relationships;
* Ensure that members of the public and your colleagues are treated fairly;
* Treat colleagues and members of the public with dignity and respect, including behaving in a way that demonstrates that you value difference and diversity in relation to gender, sexuality, ethnicity, religion, disability, age and nationality.

**Contributing to your Fire and Rescue Service objectives, recognising the needs of all relevant communities**

You should indicate, for example, how you:

provide a service that is responsive and sympathetic and recognises the needs of all relevant communities

**Working as part of a team**

You should indicate, for example, how you:

* Work co-operatively with team members and colleagues;
* Seek to ensure that team objectives and performance indicators are achieved;
* If you have management responsibility, supervise short and medium term objectives, develop plans, monitor work activities, and regularly assess the performance of teams and individuals

**National Standard (iv): WILLINGNESS TO LEARN AND ADJUST TO NEW CIRCUMSTANCES**

Under this national standard, you will need to show how you have, to a high level of continual professional development, demonstrated a willingness to learn new skills and adjust to new circumstances. The areas that you will need to consider are:

**Making best use of available technology**

You should indicate, for example, how you:

* Make best use of available technology in support of your role;
* Ensure correct operation and compliance with Service policy and requirements.

**Demonstrating an openness to change**

You should indicate, for example, how you:

* Are adaptable and have a positive attitude towards change;
* Are flexible and can adapt to new ways;
* Understand the need for, and co-operate with, change suggesting changes to existing systems.
* If you have management responsibility, actively promote and lead your team positively to take change forward.

\* Note: Providing evidence against this list should not preclude an individual from raising concern about change through recognised channels.

**Remember, use only the space provided. Do not attach additional pages of evidence to the form.**

**Once you have completed the application form, sign and date the form and submit it to your appropriate line manager.**