

CPD (Continuing professional development) at The Write Time is based on a collaborative process; between legislative/ regulatory requirement, and internally identified areas for development and exploration.

CPD is the intentional maintenance and development of the knowledge and skills needed to perform in a professional context. This could mean honing current skills, it could mean developing them to a new level, or it could mean learning new ones that will allow an employee's job role to expand or prepare them for potential promotion.

Structured CPD gives employees a clear path to success within their current role and progression to future ones. Employees in regulated industries (e.g. healthcare, accountancy, legal work) can lose their license to operate if they don't maintain their CPD.

CPD activities can range from formal educational activities such as instructor-led training courses, workshops or seminars, to more informal approaches such as work-based learning or mentoring. CPD can also include self-directed study such as e-learning courses and structured reading.

The table below¹ illustrates TWT's commitment to developing both the individual employee, and the company as a whole.

CPD/ Training	Start of Employment (SoE), or earliest available training after)	Annual	Bi-Annual	Upon completion of previous level	Frequency Determined by Policy ²
Choice Theory (CT)/ Reality Therapy Basic	Yes				
CT Basic Practicum				Yes ³	

¹ This is a working table, with amendments made on both an annual review basis, and at ad-hoc times throughout the year when development is identified.

² See specific/ related TWT policy available as hard-copy upon request, or downloadable from www.the-write-time.org

³ As determined by induction/ appraisal requirements

CT Advanced				Yes ⁴	
CT Certificate				Yes ⁵	
Designated Safeguard Lead	Yes (SoE)		Yes		
KCSiE Part 1 Annex A	Yes (SoE)	Yes			
Schoolpod Health and Safety	Yes (SoE)	Yes			
Schoolpod Safeguarding	Yes (SoE)	Yes			
DSL KCSiE Refresher	Yes (SoE)	Yes ⁶			
Prevent Duty	Yes (SoE)	Yes			
FGM	Yes (SoE)	Yes			
Child Sexual Exploitation	Yes (SoE)	Yes			
Fire Safety/ Marshal Training	Yes		Yes		
Health and Safety	Yes	Yes			Yes
GDPR Compliance					Yes
Managing Challenging Behaviour (CT)			Yes		Yes
Emergency First Aid at Work					Yes

⁴ As determined by induction/ appraisal requirements

⁵ As determined by induction/ appraisal requirements

⁶ As determined by DfE KCSiE regulatory and statutory requirements

Assessing Risk	Yes				
Adaptation	Yes				Yes
Developing Behaviour	Yes				
Embedding CT	Yes				Yes
Promoting Equality and Diversity		Yes			
Positive Destinations	Yes				
Lockdown and Fire Evacuation	Yes				
External Trips Approval Process	Yes				