



LAWGRACIA GLOBAL COLLEGE

*. . . Building bridges. A path to world's Greatness*

# **CONTINUING DEVELOPMENT POLICY**

## **Purpose**

Lawgracia Global College is committed to providing a supportive and developmental environment for its staff. This policy outlines the procedures for staff development and training.

## **Scope**

This policy applies to all staff members of Lawgracia Global College.

## **Principles**

1. Continuous Learning: Staff development is an ongoing process that supports the growth and development of staff.
2. Professional Growth: Staff development opportunities will be provided to support the professional growth and development of staff.
3. Organizational Needs: Staff development will be aligned with the organizational needs and goals of Lawgracia Global College.

## **Staff Development Objectives**

1. Improve Job Performance: Staff development will focus on improving job performance and enhancing skills and knowledge.
2. Support Career Development: Staff development will support the career development and progression of staff.
3. Enhance Organizational Capacity: Staff development will enhance the organizational capacity and effectiveness of Lawgracia Global College.

## **Staff Development Opportunities**

1. Training and Development Programs: Lawgracia Global College will provide training and development programs to support staff development.
2. Mentoring and Coaching: Mentoring and coaching opportunities will be provided to support staff development.

3. Conference and Workshop Attendance: Staff will be supported to attend conferences and workshops to enhance their skills and knowledge.

### **Financial Assistance for CPD**

Lawgracia Global College recognizes the importance of continuous professional development (CPD) for its staff. To support staff in their CPD endeavors, the college may provide financial assistance for CPD activities, subject to available funds and organizational priorities.

### **Eligibility Criteria**

Staff members are eligible to apply for financial assistance for CPD activities that align with the college's strategic objectives and their individual development plans.

### **Application Process**

Staff members can submit a request for financial assistance for CPD activities to the Centre Manager, providing details of the activity, its relevance to their role and the college's objectives, and the estimated costs.

### **Approval and Funding**

The Centre Manager will review and approve requests for financial assistance, taking into account the college's budget and priorities. The college will reimburse staff for approved CPD activities upon receipt of evidence of attendance and completion.

### **Staff Development Process**

1. Needs Analysis: A needs analysis will be conducted to identify staff development needs.
2. Development Planning: A development plan will be created to outline staff development objectives and strategies.
3. Implementation and Evaluation: Staff development opportunities will be implemented and evaluated to ensure effectiveness.

## **Responsibilities**

1. Centre Manager: The Centre Manager is responsible for overseeing the staff development process.
2. Staff: Staff are responsible for participating in staff development opportunities, providing feedback on their effectiveness, and applying for financial assistance for CPD activities.

## **Record-Keeping**

All staff development records, including requests for financial assistance and evidence of CPD activities, will be kept for a minimum of 3 years.

## **Review and Revision**

This policy will be reviewed and revised as necessary.