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# Continuous Professional Development

## Policy and Procedure





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Version 4 Doc_078_25_REV A	Professional Executive	Professional Executive	Principal	18 November 2025	18 November 2025
	Details of Change	*Amended Section 7.3.1c: The follow up session aims to provide overall feedback towards the lecturer's personal and professional development.			

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<p align="center"><b>Continuous Improvement</b></p> <p>Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310</p>
<p align="center">It is IMPORTANT to always make sure that the latest version of a policy document is consulted.</p>

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## 1. Aim

This policy outlines the basic principles governing IDEA College's beliefs, vision, and commitment towards providing opportunities for continuous professional development of staff.

## 2. Definitions

Staff	Faculty, Management and Administrative employees.
Stakeholders	Students, Management and Administration, Internal and External Staff and Collaborators

## 3. Acronyms

CPD	Continuous Professional Development
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## 4. Policy Key Principles

1. IDEA College's ethos focuses on student-centeredness striving to continuously improve the academic experience, fostering a high-quality learning environment.
2. IDEA College recognises that all staff are key to achieving the College's vision and goals.
3. IDEA College believes in setting a quality standard of good practice and development of people to achieve its goals.
4. IDEA College is committed to developing high-quality staff to meet students' constantly changing educational needs and aspirations.
5. IDEA College is committed to its belief that CPD is a cornerstone towards developing and achieving good quality standards.
6. IDEA College is committed to lifelong learning and staff are encouraged to see development as continuing and lifelong.
7. IDEA College will ensure that CPD activity is managed, implemented, and monitored to achieve its purpose.

## 5. Scope

5.1 IDEA College looks at Continuous Professional Development (CPD) as a necessary ongoing process of education to ensure that one's professional competences are always at the requisite level and match the unavoidable changes happening in the specific profession.

5.2 CPD will be undertaken by the College's faculty, management and administrative staff.

5.3 IDEA College adopts a CPD approach aimed at enhancing staff competencies to foster professionalism, continuous learning, and overall organizational growth.

5.4 CPD at IDEA College is planned and structured, as part of regular internal evaluations of provision, processes, achievements and identified staff needs.

## 6. Organisational Aspects

Continuous Professional Development at IDEA College is planned and structured.

### 6.1 Planning

Development of CPD activities is informed by:

- Strategic Planning
- Operational Planning
- Academic Planning
- Quality Assurance and Enhancement

### 6.2 Defining CPD Activities

- 6.2.1 Any activity from which staff learn or develop professionally is considered appropriate for CPD.
- 6.2.2 Staff shall ensure that the CPD activities complement work practice and enhance the service provided to all stakeholders.
- 6.2.3 CPD activity encompass a range of methods including both formal, structured and informal learning.
- 6.2.4 CPD activities encourage a self-reflective approach towards learning, helping the staff to identify what worked and where one's strengths lie and how one can plan and improve future CPD activities.
- 6.2.5 CPD activities may include, but are not limited to:
  - Attending educational oriented learning sessions;
  - Attending conferences, seminars, webinars;
  - Learning opportunities on the job;
  - Mentoring and/or coaching;
  - In-service coaching;
  - Online / offline CPD sessions: e.g., lectures, seminars;
  - Inhouse workshops.

## 6.3 Responsibilities

IDEA College looks at CPD as the responsibility and commitment of all staff members.

All staff members are responsible for actively engaging in Continuous Professional Development (CPD) and assessing its impact on their professional growth and the achievement of institutional objectives.

This commitment also plays a vital role in upholding the institution's quality standards and ensuring compliance with national quality assurance requirements and regulations.

It is the responsibility of the Quality Assurance Team to monitor the process of CPD.

### 6.3.1 Responsibility of Senior Management

IDEA College looks at CPD as opportunities provided to all staff to ensure their professional development, assuring quality standards are achieved, maintained and enhanced at the College. It is the responsibility of all Senior Managers to:

- a) identify staff needs, set targets and objectives and organise CPD sessions to their staff ensuring staff is continuously and regularly undertaking and engaging in an ongoing learning and development sessions;
- b) Supporting the regular and continuous development of staff members needs to align with the College's goals and uphold the required quality standards for compliance.
- c) Collect feedback from participants and trainers to improve CPD content and delivery.
- d) Maintain document records as evidence of the College's commitment towards CPD of its staff;
- e) Reports to Quality Assurance Management.

### 6.3.2 Responsibility of Staff Members

Employees best understand their career aspirations and skill gaps.

- a) Encouraging employees to engage in self-assessment helps staff stay proactive in their learning journey, and keeping up with industry trends ensures employees remain competitive and valuable.
- b) Staff members are encouraged to take responsibility for identifying their Continuing Professional Development (CPD) needs and sharing with Senior Managers to ensure alignment with organizational goals.
- c) Staff members are accountable to their commitment to participating and attending Continuing Professional Development (CPD) opportunities to ensure upholding the institution's quality standards and ensuring compliance with national quality assurance requirements and regulations.

### 6.3.3 Responsibility of Quality Assurance Team

It is the responsibility of the Quality Assurance Team to monitor the process of CPD to:

- a) Establish compliance and standards adherence by ensuring that CPD activities align with industry regulations, accreditation requirements, and organizational policies;
- b) Gather and analyse reports from Senior Management to assess and enhance upcoming CPD sessions;
- c) Generate reports for senior management to support informed decision-making and to highlight compliance status and ongoing improvement efforts.



## 7. CPD Procedure

This procedure describes the steps taken to ensure that the IDEA College policy on CPD is planned, managed, implemented, and evaluated.

### 7.1 Scope

7.1.1 This procedure covers all IDEA College Staff:

- a) CPD for Faculty Staff; and
- b) CPD for Management and Administrative Staff.

7.1.2 All staff are supported in their personal and professional development to include both:

- a) Informal learning activities; and
- b) Formal, structured learning.

### 7.2 Informal CPD Activities

7.2.1 Informal CPD activities are self-directed learning experiences that help one grow professionally without structured training. These could include: peer learning; asking for feedback on improving processes and organisation; sharing productivity tips with colleagues via email or workplace chat; identifying areas for personal improvement and set small learning goals.

7.2.2 All staff, including management and faculty, are encouraged to engage in informal Continuous Professional Development (CPD) activities to enhance their skills and expertise, stay informed about developments in higher education and updated with industry trends, and contribute to a professional growth in a dynamic and innovative academic environment.

7.2.3 Senior Management provides continuous support to staff to achieve the identified objective through the development of individual and/or group CPD sessions when possible.

### 7.3 Formal, Structured CPD Activities

7.3.1 **Faculty Staff:** The main types of CPD sessions which are regularly planned and implemented:

- a) Induction Sessions for new faculty prior to start of their position, ensuring they integrate well into the College's system and organisation.
- b) CPD Continuing Sessions for faculty to cover academic aspects e.g., supervising students' activities such as research and clinical practices, delivery approaches, designing assignments, providing feedback to students, assessment.
- c) Appraisal observation session with a critical friend/s, consisting of a sit-in observation and the filling in of an observation schedule which is discussed with the faculty members involved in classroom/simulation practices pre- and post-the observation, and a follow up session to serve as overall feedback towards the lecturer's personal and professional development.
- d) Other Academic staff who are not necessarily engaged in classroom/lecturing practices (e.g. mentors, dissertation tutors, examiners, verifiers etc) are

appraised through the students' feedback and overall output performance in discussion with their direct line managers.

**7.3.2 Managers and Administrative staff** are provided with formal structured learning / training as is relevant to performing their job responsibilities. The training activities may include:

- a) Staff receive educational instruction in the College's policies, procedures and regulations and skills development to provide required service, which may include e.g., enhancing quality in the team's performance; communication; updating an understanding of quality standards and the College's goals;
- b) Management and administrative staff undergo performance appraisals. This involves the compilation of a self-assessment, which is then followed by the input of the direct line managers. This is followed by discussion-based meetings aimed at providing constructive feedback to support professional growth and development.

## 7.4 Evaluation

**7.4.1** After formal, structured CPD activity, staff are required to complete a questionnaire to indicate satisfaction levels for:

- Delivery of CPD session;
- Usefulness, in terms of:
  - Improving in the academic experience e.g., teaching and learning;
  - Improving service;
  - Improving student experience.
- Intended outcomes achieved;
- Overall satisfaction

**7.4.2** Senior Manager collects and reviews feedback from staff and reports to the Quality Assurance Team and the Principal.

**7.4.3** Other forms of CPD activities are discussed with the Quality Assurance Team and the Principal to evaluate the effectiveness of the professional activities undertaken in relation to particular professional needs.

## 8. Scheduling of CPD

To ensure upholding the institution's quality standards and ensuring compliance with national quality assurance requirements and regulations:

- a) IDEA College is committed to supporting its staff by offering Continuing Professional Development (CPD) opportunities at least once per year.
- b) IDEA College staff are responsible for upholding their commitment to actively participate in and attend Continuing Professional Development (CPD) opportunities.

## 9. Supporting Documents

- Doc\_169\_24 IDEA College Quality Manual
- Doc\_010\_22 Equality and Inclusivity Policy
- Doc\_013\_22 IDEA College Ethos
- Doc\_196\_25\_REV A IDEA College Ethics Policy
  
- FRM\_144\_25 Appraisal Observation Visit Form

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