

# ILLUMIN ACADEMY

## Continuing Professional Development (CPD) Policy - V1.0

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### 1. Purpose

This policy outlines Illumin Academy's commitment to supporting Continuing Professional Development (CPD) for all staff. It recognises the value of ongoing learning and development in maintaining high standards of teaching, assessment, and professional service across the organisation.

### 2. What Is CPD?

Continuing Professional Development (CPD) refers to activities that contribute to an individual's development and effectiveness in their role. At Illumin Academy, CPD includes both formal and informal learning opportunities that enhance professional knowledge, skills, and practice.

### 3. Types of Professional Development Offered/Supported

Illumin Academy supports a broad range of CPD activities, including:

- External training courses, workshops, and webinars
- Internal training sessions and standardisation meetings
- Conferences and sector-specific networking events
- Professional qualifications and certifications
- Peer observations, mentoring, and reflective practice
- Online learning and eLearning modules
- Research and engagement in academic publications

### 4. Financial Assistance

Illumin Academy may provide partial or full financial support for approved CPD activities depending on budget availability and alignment with strategic goals. All financial support is subject to prior approval from senior management.

In some cases, staff may be required to contribute to the cost of professional development or commit to a minimum service period after the funded CPD activity.



## **5. How to Request CPD**

Staff members interested in participating in CPD must submit a written request to their line manager or the CPD Coordinator. The request should include:

- Details of the proposed CPD activity
- Relevance to current or future role
- Anticipated benefits to the Academy
- Associated costs (if any)

Requests will be reviewed based on relevance, impact, and available funding. Approved CPD activities will be documented in the staff member's development record.

## **6. Policy Review**

This policy will be reviewed annually or sooner if there are changes in CPD priorities or funding availability.

## **Contact Information:**

Center Coordinator

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