

## **A suggested procedure for staff 'applying' for a professional development activity**

### **1 Application**

Applications should be discussed with the appropriate team leader and/or the CPD leader focusing on:

- How the type of activity or training links to:
  - whole school priorities of department/subject plans
  - national strategies
  - professional or personal needs
  - performance management objectives
- Aims of the activity or training.
- Anticipated outcomes and how they might be measured, if appropriate, for the:
  - individual
  - team
  - school
- Dates and funding implications - training fees, cover costs, travel costs.
- How outcomes will be disseminated.

### **2 Dissemination procedures**

Planned dissemination is essential if the activity is to have maximum impact. Possible dissemination methods include:

- Personal, oral feedback to target group of colleagues.
- Modelling in a classroom situation.
- Debate and discussion to decide application to school development.
- Whole school development.
- Audit of present practice leading to further development.
- Coaching other colleagues.
- Observation and feedback.
- Formal presentation.
- A pilot initiative.

Dissemination should be planned for as part of the application, for delivery as soon as possible after the activity while ideas are fresh.

### **3 Evaluation**

Evaluation should be done on a number of levels.

- Initial evaluation, done straight after the activity:
  - did the activity meet its aims?
  - did it fulfil the individual's identified needs?
  - if a training activity, what was the quality of delivery like?

- Impact evaluation, done after a period of time, several weeks, a term, or a year later.  
What has been the impact on :
  - participants' learning and practice?
  - pupils' learning?
  - staff/team/whole school development?
  - overall cost benefit and value for money of the activity?*Impact would be informed by information gathered from monitoring, see point 4.*
- Implications for future development needs and planning.

#### **4 Monitoring**

The key element of monitoring is to gather evidence about the impact of staff development or training on standards and pupil achievement. It should be carried out by the team leader, the individual and member of the team, and be monitored by the CPD leader. Possible ways to gather evidence are:

- Through evaluation reports/forms.
- Work scrutiny.
- Talking to pupils.
- Planning documents.
- Observations.

#### **5 Role of the CPD leader in the process**

There are key aspects of the above process, which form part of the role of the CPD leader. These include:

- Approval of the application.
- Identifying funding.
- Where there is a specific training request, identifying the most appropriate provider.
- Tracking the development and training of individuals and teams via database.
- Providing yearly records of an individual's development to support performance management reviews.
- Liaise with team leader to monitor progress within their area.
- Reviewing value for money to inform planning for next year's CPD.
- Reporting a cost benefit analysis of the range and impact of CPD to governors.

#### **6 Role of the subject/team leader in the process**

While the CPD leader should have overall responsibility for CPD in the school, subject and team leaders have a vital role to play in the development of staff. Key aspects of their role in the application process include:

- Giving advice and support with the application.
- Supporting individuals through coaching or mentoring.
- Monitoring the impact (short/long term) of activities on the individual and their teaching.
- Monitoring the impact (short/long term) on pupil learning.
- Ensuring dissemination takes place.
- Reviewing the subject/team's development needs.

## **CPD application form**

See appendix I for a sample application/evaluation form requesting access to a CPD activity.

**Appendix 1 - CPD application/evaluation form**

Name:	Date and time of CPD activity
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Focus of CPD activity
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**Costs**

Applicants must confirm funding source with signature of fund holder

Organising body where appropriate	Venue
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Course fee	Funding source	Signed
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**Further information**

Please outline the case for your participation. How does this link to the school development plan, your department, subject or year group development plan, or your own performance management targets?
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What are your personal objectives for this activity? What gains/outcomes do you anticipate in terms of improved skills, knowledge or understanding for you, or your team, or your pupils?
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**You must arrange with your line manager HOW, WHEN and to WHOM dissemination/feedback will be given.**

Subject leader/line manager:
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Please outline dissemination feedback arrangements agreed with the applicant

How	When	To Whom It May Concern
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**Relevant line manager's targets and comments**

I agree to the application and confirm funding arrangements are correct:

Signed .....  
(Line Manager)

Date .....

Signed .....  
(Applicant)

Date .....

**Appendix 1 - CPD application/evaluation form**

**Please complete the top sections and then pass to the subject leader/line manager who supported your original request.**

How far did you meet your personal objective for this activity/training course?

What have you learned from the activity?

How will it impact on pupils?

How do you rate:  
The quality of delivery:  
Resources:  
Venue:  
Arrangements:

**Subject leader/line manager**

Have the targets you agreed been met? Yes/No

Comments:

Date of feedback to subject department/team/other staff:

How has the applicant's CPD activity been followed up?

What impact has it had on the individual or the work of the subject/team?

What has the impact been on teaching and learning?

Did this activity provide good value for money?

Signed ..... Date .....  
(Line Manager)

**Please return completed form to:** .....

## **CPD evaluation forms**

### **A range of examples to support the evaluation of CPD**

It is suggested that schools adopt one form of evaluation, to enable coherence across the piece when reporting to others, i.e. Governors, SIPs, on overall effectiveness of training.

Please note that the LA version is duplicated on completion to allow for follow-through in school.

## CPD evaluation

Please complete the top sections and then pass to the subject leader/line manager who supported your original request.

Name:	Date and time of CPD activity
Focus of CPD activity:	
What were your personal objectives for this activity?	
When and to whom will you disseminate/feedback?	
How do you rate the quality of: The delivery: The resources: The venue: The arrangements:	
As a result of the activity how has your thinking changed?	
Next steps - so what will you do differently?	
<b>Subject leader/line manager section below</b>	
Have the targets you agreed been met? Yes / No	
Comments:	
Date of feedback to subject department/team/other staff:	

Please indicate:

How the applicant's CPD activity has been followed up:

What impact you think it has had on the individual or the work of the subject/team?

What has the impact been on teaching and learning?

Did this activity provide good value for money?

Signed ..... Date .....  
(Relevant line manager)

Please return form to:

.....

