

## Lynher Training Ltd Continuing Professional Development Statement

Lynher Training Ltd are committed to the Continuing Professional Development (CPD) of all staff and subcontractors who work with them. Lynher Training Ltd believe that all staff and subcontractors need, constantly, to reflect on and improve their skills to ensure they are fully competent to meet the requirements of their job and continue to develop their knowledge throughout their careers.

At Lynher Training all instructors and assessors are required to comply with the individual awarding organisations requirements. This means that all instructors and assessors regularly carry out technical updates and refreshers thereby ensuring that their skills are kept up to date, and current.

At Lynher Training we hold regular standard setting meetings to discuss current standards and how we reflect these in our teaching methods. Discussion points are encouraged from all instructors and assessors. Meetings are minuted and circulated to instructors with actions listed for individuals as required. Identified actions are revisited at subsequent meetings to establish where points have been resolved, and any unresolved issues are discussed again, actions for individuals noted, and minuted. This process is constant and ongoing, which ensures all issues are thoroughly covered and everyone has the opportunity to contribute. Standardisation is one of the most important tools we have to ensure learners have consistent training and assessment, and contributes greatly to the overall quality of training and the learner's experience and achievement.

Lynher Training undertake regular observations of all Instructors and assessors (Observations of teaching and learning/ OTLAs). This is used to highlight individual training needs and discussion points for standard setting meetings. Instructors /Assessors are monitored by means of a Risk Rating check sheet; one for Health and safety and one for admin/ paperwork. Results are rated at low risk/ medium or high, and this informs the date for next check. 3-12 months. Another check sheet is used for general training delivery, covering everything from introductions and inductions, to differentiation and equality and diversity, to communication and feedback. SMART targets are recorded and actions recorded, which instructors have to respond to. Actions are followed up by a set date.

Where possible we will ask our instructors and assessors to undertake peer reviews upon each other, so that they can learn from the others teaching style. Peer review forms are returned to the office and any points raised are added to the agenda for the next standard setting meeting.

Lynher Training are keen to support all instructors and assessors in their CPD, we ask them to regularly fill out Training Needs Analysis Forms to identify any new training needs.

At Lynher Training we require all instructors delivering ESFA funded training and Apprenticeships to undertake regular refresher training in **Health & Safety, Risk Assessment, Equality & Diversity, Safeguarding, Prevent, and British Values**. This training is a mix of discussion at standard setting meetings and formal training courses. Lynher Training provide regular free group training sessions to cover mandatory CPD (such as those listed above), and instructors are required to source training elsewhere, and provide evidence, if they are unable to attend these sessions.

Lynher Training only recruit instructors and assessors that have strong industry links and experience within the subject area they teach/ assess in. We firmly believe that this experience is hugely beneficial when combined with up to date teaching skills. We encourage all our instructors and assessors to keep themselves abreast of current developments within their sectors through active involvement in the industry, trade membership, regular reading and attendance of trade shows. We actively encourage instructors and assessors to further their knowledge by offering places on courses (such as Professional Tree Inspection or Level 4 Arboriculture) or sign posting them to new offers from Industry bodies such as the Arb association.

Instructors and assessors are expected to record this by documenting their own CPD throughout the year. At the end of the year they are asked to return their records to Lynher Training so we can review their activities and guide them where necessary/ appropriate.

The Lynher Training Quality officer is responsible for collecting information from instructors and assessors and updating a central database with all information relevant to CPD.

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