



## **Instructor Continuous Professional Development Policy**

### Introduction

SJP Driver Training is committed to being a great place to work and learn. SJP Driver Training invests in the training, education, and personal development of all staff, which is linked to ensuring staff have the instructional skills required for their role.

Investment in ongoing personal and professional development of staff is a SJP Driver Training priority and is pivotal in delivering, high quality, safe training to its students.

These development needs are not solely met by external formal training or education opportunities, and these can be provided through routes including, but not limited to:

- Work based learning.
- Coaching/Mentoring.
- Skills based training.
- Internal training provision

CPD needs are identified through:

- Employee performance reviews
- Quality improvement plans
- Organisational priorities

We ensure our instructors are always up to date with relevant legislative changes best practice instructional techniques by:

1. Holding regular instructor meetings, where appropriate ideas can be exchanged, and experiences shared.
2. Circulating all relevant articles from industry press to all instructors
3. Ensuring our instructors undergo initial and refresher training for their instructional techniques.
4. Ensure all instructors undertake NRI or NVDIR training within a 12-month period of starting work.
5. Circulating all relevant bulletins from NRI or NVDIR.