



EuroPolytech
— ACADEMY —

Centre Staff Development POLICY

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1. Purpose

The purpose of this policy is to set out EuroPolytech Academy's commitment to the professional development of its staff, ensuring that all employees, contractors, and academic associates are equipped with the knowledge, skills, and values necessary to deliver high-quality teaching, learning, assessment, and support services in line with the standards of our awarding organisations and the expectations of Ofqual and international regulators.

2. Scope

This policy applies to:

- Academic staff (lecturers, tutors, trainers, assessors, and internal verifiers).
- Administrative and support staff.
- Senior management and governance members.
- Freelancers, contractors, and visiting lecturers engaged by EuroPolytech.

3. Policy Statement

EuroPolytech Academy believes that staff development is central to maintaining quality, compliance, and innovation in education. We are committed to:

- Providing opportunities for continuous professional development (CPD).
- Encouraging reflective practice and evidence-based teaching.
- Aligning staff development with EuroPolytech's strategic goals, including internationalisation, blended learning, and student-centred approaches.
- Ensuring staff are fully aware of their responsibilities under UK awarding body regulations, Portuguese legislation, and institutional policies.

4. Key Principles

Assessment at EuroPolytech Academy will be:

- **Equality of Access:** All staff will have fair and equal access to training and development opportunities.
- **Relevance:** Development activities must be relevant to the staff member's role and EuroPolytech's objectives.

- **Accountability:** Staff are expected to take responsibility for their own professional development, supported by their line managers.
- **Continuous Improvement:** Development will be ongoing, not limited to induction or one-off training.

5. Areas of Development

Staff development may include (but is not limited to):

- **Teaching, Learning and Assessment:** Training in assessment strategies, internal verification, and compliance with awarding body requirements.
- **Quality Assurance and Compliance:** Workshops on Ofqual standards, GDPR, safeguarding, and health and safety.
- **Digital Competence:** Training in blended/distance learning platforms and Virtual Learning Environment (LMS), digital assessment tools, and emerging educational technologies (EDT).
- **Leadership and Management:** Development for managers in leadership, governance, and strategic planning.
- **Cultural and Linguistic Awareness:** Training to strengthen intercultural competence given EuroPolytech's diverse student body.
- **Research and Scholarship:** Encouragement of staff to engage in scholarly activity, publication, and professional networks.

6. Staff Development Activities

- **Induction Programme:** All new staff will undergo an induction covering EuroPolytech policies, procedures, and awarding body compliance.
- **Mandatory Training:** Annual refresher sessions in safeguarding, GDPR, equality, diversity and inclusion (EDI), and health and safety.
- **CPD Workshops:** Regular workshops, seminars, and webinars on pedagogy, assessment, and vocational education trends.
- **External Opportunities:** Support for staff to attend external CPD events, conferences, and courses (subject to budget approval).
- **Peer Review & Mentoring:** Internal peer observations of teaching, mentoring schemes, and sharing of good practice.

- **Self-Directed Development:** Access to digital resources, professional journals, and online CPD platforms.

7. Roles and Responsibilities

- **Senior Management Team (SMT):** Oversees implementation of this policy, ensures budget provision, and monitors effectiveness.
- **Academic Board / Quality Committee:** Approves development priorities aligned with institutional strategy and awarding body requirements.
- **Line Managers:** Conduct annual staff development reviews, identify training needs, and support CPD planning.
- **Staff Members:** Engage actively in CPD, record their activities, and apply learning to practice.

8. Monitoring and Review

- Staff development will be monitored through annual performance reviews, CPD logs, and feedback surveys.
- Evidence of CPD will be collected and stored for internal audits and external awarding body reviews.
- This policy will be reviewed annually by the Quality Committee to ensure ongoing relevance and compliance.

9. Policy Availability

This policy is available to all staff via the EuroPolytech website and internal staff portal.

Approved by: Dr. Amine Belmejdoub Quotb

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