

# ***REAL* First Aid**

***REAL* First Aid Ltd**

## **CONTINUAL PROFESSIONAL DEVELOPMENT POLICY**

7<sup>th</sup> March 2023

## Introduction

Continuing Professional Development (sometimes called Continuing *Personal or Performance* Development) is an obligation for healthcare professionals, lawyers and certain other professions as evidence of a commitment to maintaining standards and keeping up-to-date with current policies, practice and skills.

Whilst CPD may not be an obligation for First Aiders, Instructors or many other professions, the rationale behind CPD is certainly still valid, as such all Trainers and Assessors of Real First Aid Ltd are expected to maintain a documented portfolio of CPD

## Rationale

CPD is the means by which we maintain, improve and broaden our knowledge and skills and develop the personal qualities required in our roles within the organisation. It is both a practice of doing and of recording.

Recordable examples of CPD which we value include, but are not limited to:

### Work Based Learning

- Training Courses
- Peer review
- Analysing recent events
- Awareness of Case Studies
- Coaching from others
- Discussion with colleagues
- Project work or project management
- Reflective practice
- Secondments or job rotation
- Supervising others
- Visiting other departments or organisations
- Shadowing others

### Professional Activity

- Being a Trainer, Teacher, Examiner or Assessor
- Being an Expert Witness
- Being promoted
- Giving presentations or talks
- Involvement in your professional body
- Maintaining or developing specialist skills
- Membership of a special interest group
- Mentoring or coaching
- Research

### **Formal / Educational**

- Attending conferences and seminars
- Further Education
- Distance Learning
- Undertaking research
- Writing for books, journals or web content

### **Self Directed Learning**

- Keeping a file of progress
- Reading articles / journals
- Reviewing books / journals
- Voluntary work

## **Philosophy**

At Real First Aid CPD is encouraged with a target of 30 hours a year dedicated to formal training as a minimum. The wider areas of CPD listed above, should:

- be continuous – our staff should always be looking for ways to improve performance
- be the responsibility of the individual learner to own and manage
- be driven by the learning needs and development of the individual
- be evaluative rather than descriptive of what has taken place
- be an essential component of their role within Real First Aid , never an optional extra

## **Recommended Format**

Our trainers and assessors are encouraged to compile their CPD portfolios in the following order for consistency. Their portfolios should clearly show where they are now, where they want to go (short and long term) and how they will go about it.

- Opening statement - brief history
- SWOT analysis - *Strengths / Weaknesses / Opportunities / Threats*
- Goals
- Skills
- Qualifications
- A Timetable of what you have achieved so far
- Evidence - certificates of training, certificates of attendance, photocopies of articles etc.
- Development Needs

**Declaration**

On behalf of **Real First Aid Ltd** we, the undersigned, will oversee the implementation of the Continuing Professional Development Policy and take all necessary steps to ensure it is adhered to.

Signed: 

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(n.b. One of the signatories should be the Director)

**Name:** **Adam Gent**

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**Position within the Company:** **Director**

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**Date:** **7<sup>th</sup> March 2023**

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