

CAMBRIDGESHIRE FIRE AND RESCUE SERVICE

MEMORANDUM

TO: District Managers, Station Managers, Heads of Groups
CC: HRAs
FROM: Steve Mason, Head of Organisational Management
REF: Continual Professional Development payments
DATE: 5 April 2007

CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENT

Please find enclosed the application forms for your team to claim Continual Professional Development (CPD) payments.

Eligibility

Employees who are eligible to apply are those who have 8 years' continuous service under Grey Book conditions, or 5 years' continuous service since being deemed competent if this is sooner, and who submit an application form as evidence of their continual professional development against each of four standards:

- Professional competence
- Commitment to the job
- Relations with the public and colleagues
- Willingness to learn and adjust to new circumstances

Employees with more than one uniformed contract may submit an application for each employment.

How to apply

Individuals who wish to apply must read, complete and sign the application form and submit it to their line manager by **16 April 2007**.

Line managers must meet with each individual to discuss their application and should forward the signed forms to their own line manager for final signature. You may wish to use the personal performance and development review meeting as an opportunity to discuss the application.

Fully completed and signed forms must be returned to the Human Resources Group at Headquarters by **30 April 2007**.

It will help us if you return all completed forms as a batch, but please don't delay in sending back completed forms if some are missing.

Notification

Decisions will be notified by 1 June, and payments for successful applicants will commence from 1 July.

Support available

You should offer additional help to anyone who may have difficulty reading or understanding the form.

If you need more forms or wish to receive e-copies, please contact your District Administrator or the Human Resources Group.

Further information

If you need more guidance on the process, please contact your Human Resources Adviser.

Detailed information on the implementation of the CPD scheme will be issued shortly.

STEPHEN G MASON
HEAD OF ORGANISATIONAL MANAGEMENT