



CONTINUAL PROFESSIONAL DEVELOPMENT SCHEME GUIDANCE NOTES FOR MANAGERS

Background

The 2003 pay settlement for Grey Book Staff contained, amongst other things the cessation of long service increments (LSI) on the basis that these may be found to contravene legislation on age discrimination.

Previously, staff had become eligible for LSI payments after 15 years' service. The award was frozen at £990 per annum per eligible member of staff from 2003 until 30 June 2006. However, this date was subsequently extended to 1 October 2006.

The 2003 pay settlement also introduced the concept of a Continuous Professional Development (CPD) process with an extra CPD payment attached, the details of which were to be agreed by 30 June 2006. In the event, the National Joint Council (NJC) were unable to agree a process and payment by the anticipated date and, following protracted negotiations, a final proposal is expected to be agreed by NJC in September 2007

The acknowledged principle contained within the pay agreement was that the costs of the new CPD scheme would be funded by the savings from the removal of the LSI scheme.

The new CPD scheme therefore contains the following criteria:

The CPD process will commence by an application made by an eligible member of staff.

To be eligible to apply a fire fighter has to have 5 continuous years competent service in role including those who work for the Retained Duty Service

Staff who have been promoted will not be eligible to apply until they have completed one year's service as competent in their promoted role

- The assessment will consider 4 main headings - professional competence; commitment to the job; relations with the public and colleagues; and willingness to learn and adjust to new circumstances based on the guidance
- Applications need only be made once;
- Eligible staff will be reviewed annually, through the appraisal scheme and non renewal of the CPD payment ought to be the exception
- Authorities must inform applicants in w/c 3.12.07 whether they have made a successful application in order that payment may be made; and

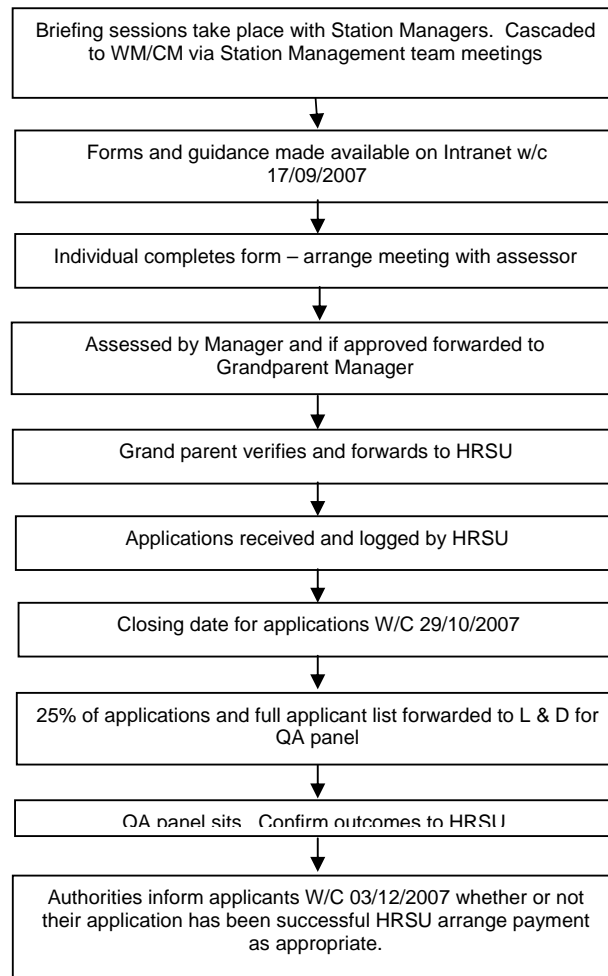
- Appeals against decisions made will be through the Grievance Procedure. Any appeal must be based on the following criteria:-
 - Proper account was not taken of the material presented;
 - Account was taken of irrelevant or inaccurate factors;
 - Unfair treatment; and
 - The Service failed to fully take into account all evidence to justify continuance of the payment.

The operation of CPD in Cheshire 2007

Set out below is a flowchart demonstrating how the process will operate in 2007.

PLEASE NOTE THIS WILL BE AMENDED WHEN A LAUNCH DATE IS AGREED

ADVICE IS ALSO BEING SOUGHT ABOUT THE LENGTH OF THE TIMELINE FOR THE APPLICATION PROCESS TO BE COMPLETED.



This guidance is designed to help managers assess applications for CPD and ensure that payments are awarded to applicants who can demonstrate CPD in accordance with the 4 criteria

In order to qualify for the payment, staff will need to demonstrate continual professional development above that required at 'competent' level under each of the national standards.

High continual professional development is achieved under each national standard, by demonstrating continual professional development against each of the criteria.

For each of the national standards staff are required to provide evidence of how they have practiced continual professional development. Evidence, which should include specific examples where appropriate, will result from the acquisition of experience and knowledge. This may be acquired through day to day experience in the role, training courses, or a mixture of both. Staff will be judged on the quality of the evidence, not the length of the submission.

The following are eligible to apply for, or retain a CPD payment.

A fire-fighter with 5 years completed service following the achievement of competence.

The relevant line manager/appraiser will be responsible for liaising with HR/LDC to ensure that potential applicants can be informed in the fourth year of completed service following attainment of competence that they should begin compiling a dossier to support a future application.

Any newly promoted staff will not lose their payment automatically, but must demonstrate continued fulfilment of the relevant criteria at their next and subsequent appraisals.

Where staff transfer in to Cheshire with 5 years competent service they will not automatically lose their payment but must demonstrate continued fulfilment of the relevant criteria at their next and subsequent appraisals.

Any staff that migrate from retained to whole time service will be in receipt of a pro-rata CPD payment (subject to fulfilling the eligibility and all other criteria) at the point of transfer. This payment will continue to be made until the next appraisal at which an application for a full CPD payment will be submitted.

Set out below are further Guidance notes in respect of making and assessing applications for CPD payments

Assessment Criteria

The national standards and their related criteria are as follows:

(i) Professional competence

- Effective organisation of work to meet the demands of your role
- Commitment to the values of the Fire and Rescue Service
- Commitment to health and safety requirements

(ii) Commitment to the job

- Commitment to achieving your Fire and Rescue Service's objectives
- Commitment to personal and professional development
- Commitment to achieving high levels of attendance

(iii) Relations with the public and colleagues

- Promoting equality, diversity and human rights in working practices
- Contributing to your Fire and Rescue Service's objectives, recognising the needs of all relevant communities
- Working as part of a team

(iv) Willingness to learn and adjust to new circumstances

- Making best use of available technology
- Demonstrating an openness to change

These are further defined as follows in the regional guidance to fire fighters and other staff making an application for CPD. See below

National Standard (i): PROFESSIONAL COMPETENCE

Under this national standard, staff will need to demonstrate continual professional development and results appropriate for their role. Using only the box provided for comments, applicants must set out clearly and concisely their achievements against the evidence for which managers and verifiers will generally be looking for. The areas that need to be considered are:

Effective organisation of work to meet the demands of your role

You/applicants should indicate, for example, how you:

- Make sure that all matters relating to the processing of information are carried out in a prompt, efficient manner and in accordance with policy and procedure.
- Applicants could provide examples of how they have processed information quickly and promptly. I.e. Policy information, SIS etc

Managers could provide examples of how they have managed their time to ensure service objectives are met

Commitment to health and safety requirements

Applicants should demonstrate awareness of their responsibilities under HASAWA and specific knowledge of responsibilities contained within CFRS SIS

Experience

You/applicants should indicate the acquisition and application of knowledge and understanding gained through experience, beyond that required for 'competence' any applicant could give examples of their use of the risk assessment process or the service accident reporting system

National Standard (ii): COMMITMENT TO THE JOB

Under this national standard, you will need to show how you have, to the necessary standard, demonstrated commitment to your job in the role in which you have achieved competency and are currently in.

Using only the space provided, set out clearly and concisely how you have shown the sorts of achievements that you will need to consider are:

Commitment to achieving Fire and Rescue Service objectives

You/applicants should indicate and provide details of, (for example.) how you:

- Take personal responsibility for your actions;
- Are focused on achieving results;
- Demonstrate sound judgement;
- Identify, implement and monitor development activities to enhance your own performance.
- Have undertaken temporary promotions
- Acted as mentor for volunteers
- Contributed to achieving the objectives of the station/departmental plan
- Applicants can give examples of how they have achieved targets (HSA"s)

Commitment to personal; and professional development

You/applicants should indicate, for example, how you:

- Keep yourself up to date with changes affecting your role;
- Assess your skills and identify potential personal development needs;
- Undertake continuous self-development activities;
- Obtain and utilise feedback from relevant people.
- Recent courses/programmes they have attended or undertaken.
- Applicants may provide details of their last appraisal and whether they achieved objectives.

Commitment to achieving high levels of attendance

You/applicants should indicate, for example, how you:

- Achieved a satisfactory level of attendance in accordance with local policy and/or targets. In making such a judgment Fire and Rescue Service's will wish to be mindful of any reasonable circumstance which may have impacted upon an individual's ability to achieve this, and the individual's usual attendance record.

Exceeding an average of 6 days absence within a year may lead to the attendance management procedure being instigated and could prevent

a successful application

National Standard (iii): RELATIONS WITH PUBLIC AND COLLEAGUES

Under this national standard, you will need to show, to the necessary standard, how you have achieved good relations with members of the public and with your colleagues. The areas that you will need to consider are:

Promoting equality, diversity and human rights in working practices

You/applicants should indicate, for example, how you:

- Develop and maintain positive working relationships;
- Ensure that members of the public and your colleagues are treated fairly;
- Treat colleague and members of the public with dignity and respect, including behaving in a way that demonstrates that you value difference and diversity in relation to gender sexuality, ethnicity, religion, disability, age and nationality.
- Applicants can provide examples of how they have promoted Equality and diversity in the workplace by
- Challenging inappropriate behaviour
- Keeping up to date with changes in legislation
- Supported positive action initiatives
- Have treated people with dignity and respect.

Contributing to your Fire and Rescue Services objectives, recognising the needs of all relevant communities

You/applicants should indicate for example how you provide a service that is responsive and sympathetic and recognises the needs of all relevant communities

Examples could include

- Delivering talks at schools, colleges etc
- Participation in cadets, Princes Trust, other community initiatives
- Dealing with enquiries from the public

Working as part of a team

You should indicate, for example, how you

- Work co-operatively with team members and colleagues
- Seek to ensure that team objectives and performance indicators are achieved;
- If you have management responsibility, supervise short and medium term objectives, develop plans, monitor work activities, and regularly assess the performance of teams and individuals
- Applicants can give examples of how they interact with other members

- of either their team or the wider service to achieve aims and objectives.
- Managerial applicants can give examples of how they monitor and assess the performance of their staff. (Any examples must be in addition to conducting appraisals)

National Standard (iv): WILLINGNESS TO LEARN AND ADJUST TO NEW CIRCUMSTANCES

Under this national standard, you will need to show how you have, to a high level of continual professional development, demonstrated a willingness to learn new skills and adjust to new circumstances. The areas that you will need to consider are:

Making best use of available technology

You/applicants should indicate, for example, how you:

- Make best use of available technology in support of your role;
- Ensure correct operation and compliance with your Fire and Rescue Service policy and requirements.
- Applicants can provide examples of how they use technology within their role, i.e. Power point to prepare presentations
- Applicants can give examples of how technology is affecting operations and how they make best use of it.

Demonstrating an openness to change

You/applicants should indicate, for example, how you;

- Are adaptable and have a positive attitude towards change;
- Are flexible and can adapt to new ways;
- Understand the need for, and co-operate with, change suggesting changes to existing systems.
- If you have management responsibility, actively promote and lead your team positively to take change forward.
- Applicants should give examples of how they have adapted to changes within their role.
- Managers should provide examples of how they actively promote change and lead their teams in implementing change.

In addition, Cheshire Fire Authority has agreed that the following must be considered as part of the application process for a CPD payment.

Assessors must ensure they source up to date information regarding these issues

- Attendance at learning and development events i.e. Tip of the Iceberg for crew and watch managers
- Disciplinary record (live disciplinary warnings may invalidate any applications for CPD payment)
- Capability/Performance issues.
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Attendance at learning events

It was an expectation that all supervisory managers, i.e. crew and watch managers would attend the “Tip of the Iceberg “development days

- In terms of crew and watch managers role map, wherever the “you must know and understand “section makes reference to “organisational context “and or “Involvement and Motivation “the underpinning knowledge can only be demonstrated by attendance on those days.

It is equally true to say that attendance on the “Tip of the Iceberg days” provides strong underpinning evidence for CPD criteria most notably

- Professional competence (commitment to the values of the Fire and Rescue Service)
- Commitment to the job (commitment to personal and professional development)
- Willingness to learn and adjust to new circumstances (demonstrating an openness to change)

Live Disciplinary Issues

- Any applicant who has a live disciplinary record arising from events that have occurred within the period of assessment may not be able to make a valid claim for CPD payment
- Any applicant with either a capability or performance issue warranting disciplinary sanction within the last 12 months may not be eligible for CPD payment
- Any applicant, subject of an upheld complaint either from a member of the public or under Dignity at work, may not be eligible for a CPD payment
- In the event of any of the above situations, the assessor will need to seek advice from the verifier and a Senior Employment Adviser

The Application Process

The application form is intended to demonstrate continual professional development over and above that required at “competent level” under each of the national standards

For each of the 4 national standards the applicant must provide evidence (on the standard application form) of how they have continually professionally developed.

Evidence will result (with specific examples where appropriate) from the acquisition of experience and knowledge from day to day experience, training courses, other developmental activity or a combination of these).

Managers must judge the quality of the submission. The onus is on the applicant to show how they have achieved CPD (over and above the requirements of competence) under each of the national standards.

All relevant supporting documentation should be held in the applicant’s personal development folder. A sample application form is at Appendix A.

Assessing the application (and continued in eligibility in subsequent years)

In the interests of consistency the appraising manager should conduct the CPD assessment. The verifier should also be the same as for the appraisal process

The Payment

It is important for managers to understand the cumulative impact of an indiscretion, poor attendance or failure to attend learning and development interventions on this payment.

Quality Assurance

It is imperative that managers take seriously the responsibility of this assessment which has a direct impact on an applicant’s pay.

25% of all assessments/verifications will be called in to a quality assurance panel for review. The panel will be chaired by the learning and development manager and be cross functional in composition. The assessments will be sourced from across the service.

The panel will consider how the evidence has been weighed and the impact failures in respect of performance, attendance etc has had on the outcome.

Notification /Appeals

HRSU will communicate details of the outcome of applications

Any appeals against the outcome of an application will be conducted in accordance with the grievance procedure.

Timescales

For those making an initial application, the application form may be submitted to their line manager after September 18 and arrangements made to discuss the application with the assessor

Applications must be submitted to HRSU w/c 29.10.07

The outcome of the application will be communicated to the applicant by w/c 3.12.07

In subsequent years they will be notified of their reassessment by July 1st.

Worked Examples

Please note these examples are intended to as guidance and designed to assist you assess applications for CPD

Example 1 Fire fighter

Professional competence

Performs well against role map

Behaves in accordance with pqa and core values

Commitment to job

Excellent attendance record

Relations with public and colleagues

Participates in community initiatives (supported open day promoting CFRS employment opportunities)

Willingness to learn and adjust to new circumstances

Provides coaching to colleagues who are less IT literate

In addition to the above the applicant has a clear disciplinary record and provided evidence to in support of application that was compatible with the guidance provided to applicants

CPD PAYMENT AWARDED

Example 2 Crew or Watch Manager

Poor attendance record

Failed to attend Tip of the Iceberg

Either of these factors would mean that the applicant is unlikely to meet the criteria

NO CPD PAYMENT

Example 3 Crew or watch manager

Professional competence

Always briefs watch thoroughly on new information

Trained staff on accident reporting procedure

Commitment to the job

Attended tip of the iceberg

Relations with public and colleagues

Provided evidence of treating people with respect

Attended lectures on the Polish language in his/her own time

Willingness to learn and adjust to new circumstances

Responds promptly to email

Attended both tip of the iceberg and development days

In addition to the above the applicant has a clear disciplinary record and provided evidence to in support of application that was compatible with the guidance provided to applicants

CPD PAYMENT AWARDED