

## CPD Policy

### 1.0 Scope

Regent Institute Middle East (RIME) emphasises the value of professional development for each employee, and all our employees are dedicated to growing in all situations.

Basic CPD programmes are designed to aid in the process of self-evaluation and improvement. It reflects the institution's strategic goals as well as the needs of individual employees.

The CPD programmes provide faculty with the chance to satisfy standards and refresh their knowledge in response to evolving educational needs.

This guideline is intended to help Regent Institute Middle East (RIME) members maintain and improve their professionalism.

- This policy ensures that enrolled learners arrive on time to maintain the learning environment and adapt to individual learning needs.
- Allows for extensive flexibility to accommodate real delays and absences of a specific learner.
- Learners and staff members are given rules to follow.

### 2.0 Policy Section

RIME is responsible for ensuring change adaption and keeping its workers up to speed with the newest information.

- RIME offers a variety of formal and informal learning opportunities for faculty who work with learners (including e-learning courses, workshops and conferences).
- At RIME, CPD is conducted using a reflective outcome-based approach, which focuses on the learning gained from previous CPDs and its application to current and future practices.
- Best practice in CPD is shared with all staff members, and self-learning is encouraged by the institute's top management.

### 3.0 Guidelines for Academic and Professional Services Staff Members

Academic and other staff members should aim to undertake a minimum of 15 hours CPD each year, which could be split as follows:

- Personal Technical Knowledge Skills – 5 hours
- Job role Technical Knowledge / skills – 5 hours
- Self-Learning Personal Soft Skills – 5 hours

## 4.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

### Staff Members Involved

HR Manager

Academic Head

## 6.0 Review

This Policy will be reviewed annually by the RIME Senior Management Team.

It will also be reviewed annually by the Academic Heads in the light of attendance, retention and achievement data, learner and tutor feedback as well as lesson observations.

For advice and support please contact the HR Manager.

## Policy Information

Purpose	Policy Information
Title	CPD Policy
Document Number	0169/92
Purpose	This guideline is intended to help Regent Institute Middle East members maintain and improve their professionalism.
Audience	Staff; Academic Head
Category	Academics
Next review date	March, 2026

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/9/2022	Policy approved by RIME Governance Committee
2.01	AH	QAC	20/3/2023	Policy approved by RIME Quality Assurance Committee
3.01	AH	QAC	18/3/2024	Policy approved by RIME Quality Assurance Committee
4.01	AH	QAC	18/3/2025	Policy approved by RIME Quality Assurance Committee