



BULGARIA MEDICAL TRAVEL PARTNER LTD

Training, Continuing Professional Development and Qualification Policy

We believe in Lifelong Learning and Continuing Professional Development for all staff.

Principles

We will develop our Continuing Professional Development programme through partnerships with other colleges, universities, our community, the voluntary sector and external agencies.

Implementation

We will ensure quality assurance of Continuing Professional Development providers by monitoring and evaluating procedures and processes.

Criteria and strategies for the allocation of funding to support Continuing Professional Development

All staff will have a Performance and Development Review session at least once per year in line with Performance and Development Review.

Purposes:

- To enable progress to be reviewed and new objectives to be identified
- To ensure that line managers are able to develop staff to meet their team objectives
- To ensure each member of staff has a developmental interview in which they are able to discuss openly their Continuing Professional Developments needs.

The Process:

- Prior to the Performance and Development Review session the member of staff will be asked to complete the preparation form. This will be returned to the line manager before the review takes place.
- At the review, each member of staff will discuss their needs and their own personal aspirations with their line manager.
- The forms will then be passed on to the Director.
- All applications for support or cover will be processed with a request form which will enable monitoring of Continuing Professional Development to take place.
- Outcomes of the training must be shared with colleagues.

Types of Continuing Professional Development Activities



- Attending conferences, courses, workshops or seminars
- Studying for professional qualifications
- Networking activities
- Acting as mentor to a colleague

Contribution to cost

Staff must guarantee at least 2 years service following completion of CPD costing over 100.00 BGN. In the event of leaving staff will be expected to repay on a sliding scale.

After 6 months service 75%

After 12 months service 50%

After 18 months service 25%

Effective Continuing Professional Development

- Has opportunities for research, reflection, review and for sharing
- Is relevant to staff needs
- Is well-structured and focused
- Has presenters who have recent and relevant experience and can offer positive solutions
- Is value for money
- Improves expertise and efficiency relevant to Bulgaria Medical Travel Partner Ltd

Continuing Professional Development Outcomes:

We want to encourage high quality professional development because:

- Staff who are trained to a high standard:
 - Enjoy their job
 - Are more confident
 - Contribute to school improve

Signed

Vesselina Iv. Dimova
Managing Director

Date: November, the 7th, 2016