# Ensuring Impact from Continued Professional Development (CPD)

As we continually review the CPD on offer from Bolton Start Well it has been clear how much you have valued the opportunity to explore, learn and embed your practice through coming together around a range of EYFS priorities. This paper intends to support you to reflect on your CPD investment and ensure you gain maximum impact from this.

The CPD of practitioners beyond their induction is an area of crucial importance for the following reasons:

* To enable staff to keep knowledge up-to-date.
* To develop a qualified, quality workforce.
* To continue to improve standards and outcomes for children.
* To value practitioners by furthering and sustaining their competence and skills.
* To improve recruitment and retention.
* To ensure the sector meet relevant requirements.
* To increase knowledge, experience, understanding, improve performance and contribute to lifelong learning.

The New Statutory Framework for the Early Years Foundation Stage (from 1st September 2021) clearly prioritises staff training and support as it states:

Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

Staff Qualifications, training, support and skills (page 26) Section 3.21

Supervision should provide opportunities for staff to:

* Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns.
* Identify solutions to address issues as they arise.
* Receive coaching to improve their personal effectiveness.
* *See section 3.23*

# Reflective Questions to ensure impact from your investment in CPD

As you have shown such great commitment to setting and individual development through your attendance at CPD, we have developed the following reflective questions which can support you to maximise the impact of this investment:

* Ensure the CPD you/your team attend is linked to your setting priorities or supporting individual development and that these priorities are understood by the person attending.
* Identify a suitable team member to attend; someone who is able to disseminate key messages wider or whose practice will benefit from attending the training.
* Ensure any pre course tasks (such as viewing recorded links) are shared with and undertaken by the team member attending, allowing time for them to do this.
* Share any questions around the topic from your team with the person attending so these may be asked during the session.
* Be clear about expectations on return to the setting – identifying next steps and actions.
* Will the person feedback key messages during team meeting? – Set date for this.
* Potential actions for themselves or the team identified and shared for discussion with manager following the session.
* Identify key resources and signpost appropriately to these.
* Identify any further developments needed (setting wide or individually) following the feedback to embed the practice e.g. shadowing good practice, attending further CPD, linking with Bolton Start Well consultancy.
* Consider how you will monitor impact: What will this look like? How will you see it in practice? How will it impact on learning and development outcomes?

## Sharing your experience wider:

We are aware that many of you have already embedded a cycle of reflection and use various methods through supervision and feedback to support this.

If you would be willing to share your experience of embedding CPD into practice wider, we would value supporting others to learn from this. Please contact the Bolton Start Well Quality and Outcomes Team to discuss this further via [startwellbookings@bolton.gov.uk](mailto:startwellbookings@bolton.gov.uk)

# Example CPD Reflection Form:

|  |  |  |  |
| --- | --- | --- | --- |
| 1/ Team Member:  CPD attended:  Date Attended:  To be discussed at next supervision on:  Date of team meeting when the team member can share the information: | | | |
| 2/ Linked Setting Priority: | | | |
| 3/ Questions to be asked from the team: | | Responses: | |
| 4/ Main key messages to disseminate: |  | | |
| 5/ Key resources/ links to share: |  | | |
| 6/ Follow up actions for individual: | | | Date: |
|  | | |  |
| 7/ Follow up actions for the team: | | | Date: |
|  | | |  |
| 8/ Review Date: |  | | |

* Manager to complete parts 1-3 with team member before attending the CPD
* Team member attending to complete parts 3, 4 and 5 following the session and consider 6 and 7.
* Team member and manager to complete 6,7 and 8 together following the CPD as part of the supervision cycle.