

Continuing Professional Development Policy

Continuing professional development is highly regarded within Makeup School Sydney, assuring that Makeup School Sydney personnel remain abreast of our industry's developments and evolution. All Makeup School Sydney are involved in continuing professional development activities relevant to their role.

Professional development for services delivery personnel means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.

Examples of professional development activities include:

- Participation in courses, workshops, seminars, conferences, or formal learning programs;
- Participation in mentoring, professional associations or other learning networks;
- Personal development through individual research or reading of publications or other relevant information;
- Participation in moderation or validation activities; and
- Participation in industry release schemes.

Makeup School Sydney's continuing professional development activities are guided by, and in line with the *NSW Teaching and Leadership Policy*:

www.training.nsw.gov.au/forms_documents/smartandskilled/contract/teaching_leadership.pdf

It is vital that Makeup School Sydney remains up-to-date with industry developments in our fast growing world in order to remain market leaders. Employee involvement in training and development goes a long way to ensuring this.

Professional development activities undertaken are sufficient to ensure that all personnel have current knowledge and skills in vocational training, learning and assessment relevant to their role.

Continuing Professional Development Areas

There are four key areas of focus for Makeup School Sydney continuing professional development (CPD) activities:

Teaching / Training including:

- Aspects of learning;
- Theories, design, facilitation; and
- Evaluation.

Assessment including:

- Assessment theories,
- Products, processes; and
- Validation of assessment.

Contract Compliance / Continuous Improvement including:

- Attendance at relevant government department compliance or continuous improvement workshops.

Industry Collaboration including:

- Activities to improve overall quality or compliance; and
- Industry engagement.

Trainers and Assessors

Makeup School Sydney ensures that all trainers and assessors undertake professional development in VET, and specifically in competency based training and assessment. This includes trainers and assessors employed or contracted by Makeup School Sydney and those engaged by any third party delivering training and assessment on behalf of Makeup School Sydney.

Certificate IV in Training and Assessment (TAE40110) is a key requirement for professional development for new personnel. As such this qualification, if not already held, should be completed as soon as practical after employment and will take precedence over all other external professional development opportunities. It is

important to note that the Certificate IV in Training and Assessment is a compulsory component of ongoing employment for RTO services delivery personnel.

All personnel are required to participate in weekly work in progress meetings which are used as a tool to provide immediate feedback and direction to personnel regarding their specific job roles and responsibilities. Individuals can use this process to clarify their understanding of job tasks and this practice is also used by management as a learning and development process. All personnel are also required to undertake a range of professional development sessions or activities each year. Professional development opportunities are negotiated in order to best suit an individual's job, other commitments and Makeup School Sydney circumstances.

Updates

Makeup School Sydney keeps abreast of all current events and communications from *NSW State Training Services* via subscriptions to:

- *Training Matters* – a periodic bulletin featuring information and advice on training market issues and events; and
- *Smart and Skilled Updates* – issued for Smart and Skilled announcements and updates.

Professional Development Records

All professional development activities must be supported with evidence of the activity undertaken. This evidence may include:

- Agenda's and minutes of a network meeting;
- Evidence of completion / enrolment of formal training;
- Summary of information received at industry specific meeting; or
- Evidence of attendance at informal training sessions / workshops and content covered.

All personnel are required to log and maintain records of their professional development on the *Professional Development Register* available at:

PLENTY TRAINING

All personnel are also encouraged to share learning attained through professional development activities with the broader team. This process occurs at relevant meetings, via report and resources sharing and through general mentoring approaches.