



FEL - Continued Professional Development Policy

Fashion-Enter Ltd (FEL) values its employees and their expertise and understands the impact they have in contributing to its continued success. Teaching, Learning and Assessment (TLA) is one focus, which we continuously seek to enhance and improve. The other mission aim of FEL is to be a centre of excellence for garment manufacturing. These two areas overlap and support each other providing excellent opportunities for staff and learners. The purpose of this policy is to outline the principles by which continuous professional development (CPD) is encouraged and supported at FEL to deliver outstanding TLA and production expertise.

This policy supports the further education quality standards of apprenticeships and the final in delivery frameworks to ensure our key area of activity is the development and support of all our staff to sustain outstanding TLA. Due regard has been given to the Apprenticeship and Skills Policy in England (Briefing Paper Number CBP 03052 7 September 2020) and Plan for Jobs 2020.

FEL's priority is to align all staff development and research to enhancing the Learner's experience via curriculum development and delivery as well as ensuring FEL's staff are updated on latest technological advancements within the industry.

Each member of staff has a job description which sets out what is expected of them in their post. Managers have the addition of KPIs and appraisals are reviewed with KPIs and JD references. This will be used in defining CPD for all post holders. Training needs will be reviewed and agreed via annual appraisals, KPI Meetings and observation action plans.

All Staff

- This policy applies to all staff at FEL on all sites
- All staff should attend CPD both internally offered and externally sourced as deemed essential to their specific job roles.
- It is the responsibility of all staff to plan and manage their own career development.
- The Compliance and HR team staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in.
- Every member of staff is responsible for maintaining a record of the Professional Development (PD) that they have undertaken, along with notifying the company HR representative of its completion.
- Where possible professional development activities will be accredited.
- Where possible professional development activities will be undertaken on site as FEL has the latest technology in 3D avatars, printing, and production software.
- Once an appropriate CPD activity has been identified, this needs to be discussed and authorised with the member of staff's direct line manager prior to enrolment on the course or activity.



- FEL will permit staff to enrol on an agreed will pay 50% of the course fee. Staff are expected to complete one year full employment with the company following successful completion of the course. Should you vacate your position before fulfilling one year of employment, FEL will require you to reimburse the company the 50% course fee paid.
- When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target. Improvement Targets are itemised on appraisals in a summary format with KPIs
- Staff are encouraged to integrate with new technologies that are being used for excellence in garment manufacturing. This includes Kornit, Zund, Optitex and Galaxius. Any new member of staff will be given an induction on new technologies and have the right to request dedicated CPD to expand their knowledge further.
- All staff can take advantage of the external enrichment programs undertaken by sister company FashionCapital Ltd and these are itemised monthly by Development Director Jenni Sutton.
- All opportunities are discussed in Weekly Team Meetings (WTM) for all staff members – tutors, technicians and administrators from the FTA are particularly welcomed and supported so this knowledge can be informally or formally passed on to the learner/would be learner.
- A dedicated site for education has been created and relaunched September 2020 www.fcfta.com which highlights all courses available for staff
- Inductions to new technologies are also encouraged to staff that are not on the London site which can be organised by Teams via the Development Director. This is discussed weekly in the WTM

Monitoring and evaluating CPD

Evaluation is important as it should be used to ensure that the learning has been effective and has had a measurable impact. Upon completing any CPD, all staff are required to provide an:-

- evaluation of the activity and report back to both the line manager and the department with any actions to address, or share the knowledge gained to other colleagues within the team. Managers are also asked to report on the effectiveness of training through the supervision and appraisal system.

Equality Impact Assessment

FEL is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.

The person responsible for this Policy is Jenny Holloway (CEO)