

# Continuing Professional Development (CPD) Policy Statement

Continuing Professional Development (CPD) is an important part of maintaining team-member knowledge and skills on an ongoing basis, and is a legal requirement for some professional memberships.

SystemSeed supports our team members in taking part in CPD activities by:

- Discussing and recording CPD goals as part of every team member's regular reviews
- Offering 5 days per year per person to spend in an educational environment, which must be booked in advance and agreed with the team-member's line manager
- Providing funding to support team member learning through course fees, conference tickets, and resource purchasing (e.g. books) on agreement with the team-member's line manager
- Organizing and funding company-wide conference attendance at least once a year (pending travel restrictions)
- Supporting team-members in making contributions to their chosen open-source projects through Drupal.org or other contribution sites
- Offering mentoring opportunities at least annually to all team members as either a mentor or mentee
- Delivering training on our agile practices and providing Scrum Master certification opportunities to all team members

We will support our wider communities in providing learning opportunities by:

- Making ANU LMS open source and free for others to use
- Seeking out client projects focused on digital learning
- Regularly sponsoring appropriate conferences
- Assisting our team members in organizing learning events and conferences
- Sharing our knowledge at appropriate conferences and events

This policy applies to all persons working for us or on our behalf, including employees at all levels, directors, officers, and long-term team members. We may also make some or all of

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these opportunities available to SystemSeed contractors. This policy does not form part of any employee's contract of employment and we may amend it at any time.

### **Responsibility for the policy**

Continuing our own professional development is the responsibility of each individual person at SystemSeed. The Company has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal procedures to ensure they are effective in providing ongoing professional development to our teams. Management at all levels are responsible for ensuring those reporting to them understand this policy and are given adequate opportunity to take advantage of CPD within SystemSeed.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the Managing Director.

### **Compliance with the policy**

You must ensure that you read and understand this policy. You are encouraged to raise CPD issues and opportunities with your line manager, mentor, and colleagues.

If you are unsure about whether a particular learning opportunity falls under this policy, raise it with your line manager or company Director. We aim to encourage openness and will support anyone who raises genuine opportunities in good faith under this policy.

### **Communication & awareness of this policy**

All team members will be made aware of this policy as part of their onboarding process. It will also be published to the Policies page of our website and raised as part of our regular one-to-one reviews.

Signed Off By:

A handwritten signature in black ink that reads "Anthony Fox-Davies".

Anthony Fox-Davies, 2022

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