

How CPA promote their Policies and Procedures

Everyone at CPA should be aware that policies and procedures require to be followed to ensure that we all carry out our duties in a professional manner that complies to codes of practices, ensuring P&P's are adhered to, we can safely say that actions and decisions we and others make will be justified and fair to all.

Everyone at CPA should be aware of, and respond appropriately to all reports and concerns, including those outside of the organisation, and or online.

At CPA we will use the following strategies to communicate our policies and procedures to Staff, learners, employers, and visitors.

- Inductions, by signposting key policies and procedures and discussing expectations of behaviours
- Policies and procedures will require to be fully read and understood by all CPA members, declarations of understanding and commitment will be obtained
- Staff intranet with easy access to all our policies and procedures
- Electronic communication, to inform staff of specific changes to any P&P's
- Standardisation meetings to discuss key changes in P&P's
- Ensuring supporting information is available on our website for learners, employers, and visitors
- Progress reviews, that reflect any content or discussion that have taken place regarding key policies, such as safeguarding and equality and diversity
- Policies and procedures will be adhered to when writing and producing learning materials where appropriate and relevant
- Posters around the training centre and classrooms to reflect expected behaviours and reporting procedures
- Behavioural charters for learners and staff expectations displayed in learning environments
- Changes in policies and procedures will influence Continuous professional development and will be signposted during appraisals
- Staff monitoring by SMT and ensuring these policies and procedures are carried out consistently by staff, learners, guest speakers, visitors
- Always have high expectations of professional standards
- Policies and procedures are reviewed a maximum term of 12 months, otherwise when key governmental practices and procedures are announced.