



Continuing Professional Development Training Policy for Employed and Contracted staff

Policy Brief

This policy describes the process for the allocation of Continuing Professional Development (CPD) Training for Gaia Education staff, in order to build our staff body's capacity for operational skills and Gaia Education programme content understanding.

Policy Scope

This policy applies to all employed or contract staff. The policy is entirely discretionary and will not be subject to contractual obligations.

Allocation of CPD training opportunities to staff members

1 staff member per year will be allocated an opportunity for a CPD training to support their managerial and operational development within the organisation.

The scope for the size and cost of the course will depend entirely upon the needs of the individual staff member and the length of course required.

The selection of the staff member will be decided according to length of time in the organisation and level of support needed to increase operational efficiency.

Permission for any CPD training is entirely at the discretion of the co-CEOs.

Allocation of Gaia Education programme opportunities to staff members

Online programmes:

- All employed and contracted staff members are entitled to participate in all unfacilitated Gaia Education online programmes free of cost.
- All staff members can request cost free participation on facilitated Gaia Education online courses, at the discretion of the Co-CEOs and Course Management team.

Face-to-Face programmes:

- Gaia Education will endeavour to secure one free place per year on an EDE or ToT course for one staff member per year.

Staff members participating in courses which require time off work will not be entitled to salary/fee payment unless using their holiday entitlement allocation.

The selection of the staff member will be decided according to length of time in the organisation and level of support needed to increase operational efficiency.

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