



Policy on Development and Delivery of Continuing Professional Development

Introduction

1. The University of Stirling (“our” or “us” or “we”) is committed to, and values, knowledge exchange. It is a fundamental part of our purpose as an organisation and a major opportunity to engage with, and deliver benefit to, our funders, partners and other stakeholders. As a research-led University, knowledge exchange is an integral component of our research and enterprise portfolio.
2. Continuing Professional Development (CPD) is an important means of knowledge exchange. Accordingly, we encourage and support our staff in undertaking the development and delivery of CPD provision. We recognise and reward these activities by providing effective support for staff engaged in developing and delivering CPD and by recognising this activity in our use of resources, workload planning and criteria for promotion.
3. CPD refers to learning opportunities that are provided to individuals who are already engaged with the labour market (whether or not currently employed) and whose purpose in undertaking the learning is to update their skills and competencies. CPD activity can be self-financed or paid for by employers or other organisations. It does not normally include full-time accredited programmes leading to a postgraduate degree, but may include components of such programmes undertaken on a stand alone basis. Delivery of content should be specifically for the purpose of CPD, but may incorporate similar material to that used in accredited programmes. It may also include non-accredited materials.

Management of Continuing Professional Development

4. We regard CPD as part of our overall provision of learning and teaching. Accordingly, credit-bearing CPD provision is managed by us in the same way as other non-publicly funded teaching. Non-credit-bearing CPD provision is managed by us in the same way as other contract work for services rendered. In both cases, income from CPD is allocated to Schools through our normal resource allocation processes. Heads of Schools are encouraged, in their internal use and allocation of resources, and in workload planning, to recognise the contribution made to their budgets by members of staff contributing to the development and delivery of CPD. However, no additional salary payments are normally made to such staff.
5. Our staff may not engage in development and/or delivery of CPD on our behalf other than as part of their contracted duties. In circumstances where our staff are involved in undertaking development and/or delivery of CPD as contractors for third party providers our policy on staff undertaking consultancy and other work for outside bodies shall apply.

6. As CPD provision is regarded as part of the contracted duties of our staff, our normal arrangements for professional indemnity insurance shall apply.
7. Where CPD provision is undertaken under the terms of a contract for an external organisation, our normal arrangements for contracting for services rendered shall apply. This will include the terms of our pricing policy for research and enterprise activities.
8. Levels of provision of CPD activity will be recorded by us and reported regularly to the University Court, other committees and bodies of the University, and the Scottish Funding Council and other statutory bodies are required.
9. **Further information and assistance** is available from the Research and Enterprise Office, University of Stirling, Stirling FK9 4LA; website <http://www.research.stir.ac.uk>; telephone 01786 467041; fax 01786 466688; email research@stir.ac.uk.