

Policy Name: Continuing Professional Development

Policy Title:	Continuing Professional Development Policy
Description:	To address in a comprehensive and cohesive way the professional needs and aspirations of MIE as an organisation and of its permanent staff members and to encourage and support personal, professional and spiritual development.
Author (Position):	Human Resources
Version:	3
Approved By:	MIE Governing Body
Policy Approval Date:	October 2022
Date of Next Policy Review:	October 2025 (or as necessary)

Continuing Professional Development Policy

1. Context

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. In the framework of its mission and [Seven Guiding Principles](#), MIE is committed to the Continuing Professional Development (CPD) of all staff.

2. Purpose

This policy seeks to address in a comprehensive and cohesive way the professional needs and aspirations of MIE as an organisation and of its staff members and to encourage and support personal, professional and spiritual development.

The policy is a commitment to sustaining professional well-being by facilitating:

- The balance of personal, professional and spiritual needs with the system-wide goals of the Institute
- The development of skills relevant to the direction of the Institute's growth
- A response to legal obligations pertaining to work e.g. health, environment, finance
- The need to keep abreast of contemporary challenges in the respective areas of teaching, learning and research.

3. Definitions

This CPD policy covers the following areas;

- Training courses
- Accredited and certified courses
- Study and examination leave (Professional Services Staff)
- Attendance and participation at conferences

3.1 To be eligible to apply for an accredited academic course staff must typically have more than 12 month's continuous service and be employed on a full-time permanent basis.

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3.2 For Professional Services staff study and examination leave, where applicable, will apply to academic courses which are directly related to the work and development of the member of staff within MIE. The course must be approved, in advance, by the Head of Department and Human Resources. Notification of examination dates must be made to the Head of Department as soon as possible. For Professional Services staff the proposed dates for study leave should also be notified as soon as possible. The timing of this leave is by local agreement as is always subject to work commitments being the priority.

3.3 For Professional Services staff depending on the nature of the course and the degree of relevance, up to two days per subject/module and the time of the exam will be granted. In considering relevance. MIE will look at whether the course in question is:

- i. Wholly job-related
- ii. Job related and personally developmental
- iii. Personally developmental

3.4 For Professional Services staff depending on the nature of the examinations, half days or full days per examination may be granted.

4. Policy

4.1. Training Courses: MIE provides paid training leave for staff members attending full-time or part-time courses required by the Institute.

4.2. Entitlement: Staff members are eligible for training leave on approved courses and short conferences which they may be required to attend in order to upskill or to be able to fully discharge responsibilities e.g. Computer Training; Health and Safety; Freedom of Information etc.

- i. Guidelines: When selecting a course or short conference it is essential to consider:
 - a. The relevance of the course to the work of the applicant
 - b. The opportunities for the staff member to incorporate skills gained at the training
 - c. The goals and targets for the personal and professional development that the training meets

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- d. Benefit to MIE
 - e. Subject to pre-agreed conditions and approval funding, assistance will be set aside annually. There is an allowance of up to €400 per staff member for each academic year (code 5015-206), including related travel/subsistence costs, which may be approved by the Head of Department; expenditure above that amount within the year requires approval, by the Dean or a Vice President, who will consult Leadership Team ¹for final decision.
- ii. Procedure
 - a. The applicant completes the special training form available from the Human Resources (HR) Department and submits it to the Head of Department as much notice as possible.
 - b. The Head of Department approves/refuses/seeks further clarity and further approval (if >€400) and advises the applicant. In all cases, approved requests should then be forwarded to the Financial Controller.

4.3. Accredited and Certified Courses: Staff members wishing to obtain a further accredited or certified academic qualification are urged to seek external funding, re possible, e.g. from the Irish Research Council for the Humanities and Social Sciences (IRCHSS) and other bodies.

- i. Guidelines: The following guidelines apply;
 - a. Duration of the course and the qualification/certification to be obtained
 - b. Relevance of the course of study to the staff member's current or future responsibilities
 - c. Ability to demonstrate the benefit for MIE of completing the course of study (i.e. incorporate it into work).
- ii. Procedure
 - a. The applicant completes a special form (available from HR) and submits the completed form to the Head of Department, giving details of the course title, duration, year(s) of study, fees, as well as relevance of the work to MIE, by 30 April.

¹ See [Leadership and Heads of Department Forum Terms of Reference](#)

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- b. The Head of Department approves/refuses/seeks further clarity and passes the application, with their recommendation to the Dean, who will then seek the President's approval. Approved requests should then be forwarded to the Financial Controller.
 - c. Applications may have to be prioritised, taking into consideration other relevant factors.
- iii. Reimbursement of Fees: The applicant(s), whose course of study has been approved, pays fees for the first year out of their own funds. On the production of evidence of successful completion of, or sufficient progress on, the course, tuition fees are reimbursed, wholly or partly, up to a ceiling of €5,000 (pro-rated for part-time employees), per annum, up to a maximum of four years, including fees, travel and subsistence². The provision of funding is subject to available budgetary resources.
- a. Condition: As part of the application, applicants who receive financial assistance should be aware that in the event of them leaving their employment with MIE within the time frames set out in [Appendix 1](#) of this policy, reimbursement of that financial assistance will be sought and due to be repaid to MIE before termination in accordance with the schedule set out in [Appendix 1](#) of this policy. For clarity in the case of an applicant leaving MIE's employment while undertaking a programme, full reimbursement of fees will be sought.

4.4 Conference and Travel Budget: All academic staff are encouraged to be active in their subject association and to attend conferences. When this funding is being claimed by staff they should provide details of the conferences to be attended, costs of registration and receipts for accommodation, up to a maximum of the MIE subsistence policy per diem. If staff are applying for a bursary greater than the allocated €400 to support either multiple national conferences or participation in international conferences, they should apply to the Conference Funding Scheme administered by the Research Office.

² See [Staff Fee Wavier Scheme - Tuition Fees Student Contribution](#), [Reimbursement of Expenses](#) and [Reimbursement of Expense Incurred by Governing Body Members](#)

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- i. Allocations from this fund will be made on a competitive basis.
- ii. Applicants must be full-time staff members at MIE (with contracts of a minimum of 12 months in duration) and be employed in MIE for the duration of the award.

Please refer to the Conference Funding Scheme for more information.

4.5 Guidelines

- i. Guidelines: The following principles apply:
 - a. Relevance of the conference, course, meeting, research work to the applicant's current or future responsibilities
 - b. Ability to demonstrate benefit for MIE
 - c. Approval of Head of Department (up to €400 per annum). Above this amount, please refer to the MIE Conference Scheme.
- ii. Procedure: Details (if available) regarding the conference, course, meeting, research work are first submitted to the Head of Department prior to budget planning in April of each year.
- iii. Reimbursement of national/international conference expenses. Following attendance at the conference:
 - a. A report form is completed and submitted to the Head of Department.
 - b. Original receipts (for purposes of audit) are submitted to the Finance Office.
- iv. The Director of Research will maintain a file on the Research Office Moodle Page containing the following to assist dissemination of information and planning:
 - a. Notices regarding conferences.
 - b. A copy of the abstract or poster must be submitted to the Research Office after the conference.
 - c. Feedback on whether the paper delivered was subsequently submitted (and accepted) for publication must be submitted to the Research Office 12 months after attending the conference.

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5. Responsibility

Responsibility for the maintenance of this policy rests with HR.

6. Related Documents

This policy should be read in conjunction with;

- 6.1. [Staff Fee Wavier Scheme - Tuition Fees Student Contribution](#)
- 6.2. [Reimbursement of Expenses](#)
- 6.3. [Reimbursement of Expense Incurred by Governing Body Members](#)
- 6.4. [Leadership and Heads of Department Forum Terms of Reference](#)
- 6.6. MIE Conference Scheme

Appendix 1

Agreement

Betweenand the Marino Institute of Education (MIE)

The above parties agree to the following.

The above-named person has sought funding from MIE to complete a Continued Professional Development (CPD) Programme in.....

In accordance with the MIE CPD policy, the above named person understands and agrees that should they leave the employment of MIE, for whatever reason, before the full completion of this programme, they will be responsible for refunding MIE for all course fees paid on their behalf by MIE, by the termination date of their employment with MIE.

Furthermore, upon course completion the above named agrees that should they leave the employment of MIE for whatever reason they will refund MIE for course fees paid by MIE on their behalf for this programme by the termination date of their employment with MIE in accordance with the following schedule.

Within 2 years of course completion 100% will be refunded.

Within 3 years of course completion 50% will be refunded.

Within 4 years of course completion 25 % will be refunded.

Signed..... Date.....

Signed on behalf of MIE..... Date.....