

**Jubaiha Center**

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

1. INTRODUCTION

Jubaiha Center recognizes that Continuing Professional Development (CPD) is essential for maintaining a high-quality teaching, training, and support environment. This policy outlines the framework through which the Academy supports its staff in enhancing knowledge, skills, and professional competence to meet evolving educational standards and learner needs.

2. PURPOSE

PURPOSE

This policy aims to:

- Promote a culture of lifelong learning across all staff levels.
- Ensure compliance with national and international quality standards.
- Foster a reflective and improvement-oriented institutional culture.
- Maintain staff competency aligned with curriculum and regulatory requirements.

3. SCOPE

This policy applies to:

- All academic, administrative, and support staff, including part-time and freelance associates.
- Employees at all stages of their careers, regardless of seniority.
- All training and development activities that contribute to improved professional practice.

4. PRINCIPLES

Jubaiha Center supports CPD through:

- A structured and documented approach to training and development.
- Opportunities for both internal and external learning initiatives.
- Shared responsibility for CPD between the individual and the institution.
- Recognition of formal, informal, and experiential learning.

5. CPD REQUIREMENTS

Minimum Annual Hours:

- Academic Staff: **20 hours**
- Administrative Staff: **10–15 hours**
- Senior Management: **25 hours**

Recognised CPD Activities include:

- Accredited short courses and professional qualifications.
- Participation in workshops, seminars, and conferences.
- Research, academic publishing, and peer-reviewed contributions.
- Engagement in quality assurance reviews and peer observations.
- Self-directed learning, webinars, and relevant professional reading.
- Mentoring, coaching, and involvement in professional networks.

6. CPD PLANNING

6.1 Annual CPD Plan

- Each staff member must develop an annual CPD plan aligned with individual goals and institutional priorities.
- Plans are reviewed and agreed upon with line managers during performance appraisals.

6.2 CPD Records

- Staff must maintain a personal CPD log that includes activity type, duration, provider, and reflective outcomes.

- Logs are reviewed twice annually by line managers and submitted to HR at year-end.

7. ROLES AND RESPONSIBILITIES

Senior Management:

- Ensure strategic alignment of CPD activities with the Academy's mission and objectives.

Line Managers:

- Identify development needs through performance reviews and classroom observations.
- Support staff access to relevant CPD opportunities.

Quality Assurance Department:

- Monitor CPD engagement and effectiveness.
- Organise internal training sessions and CPD events.

Human Resources:

- Maintain CPD records and compliance reports.
- Assist in arranging training sessions and managing budgets.

Staff Members:

- Take responsibility for planning, undertaking, and reflecting on CPD activities.
- Share best practices and participate in team development sessions.

8. FUNDING AND SUPPORT

- Jubaiha Center funds CPD activities aligned with strategic objectives.
- Time off for training is granted within workload allocation.
- External CPD funding requests are subject to approval and budget availability.

9. EVALUATION AND IMPACT

- CPD effectiveness is assessed through staff feedback, observations, and learner outcomes.
- CPD participation contributes to promotion, recognition, and career development.

10. NON-COMPLIANCE

- Continuous failure to engage in CPD may lead to performance management procedures.
- Exceptions due to illness or special circumstances must be documented and approved.

11. REVIEW

This policy will be reviewed annually or in response to changes in educational standards or professional development frameworks.

Approved by:

Director General, **Jubaiha Center, Jordan**

Date: 28 October 2025