



**Domino Institute Of  
Professional Studies**

# **Continuing Professional Development Policy**

Full Name:	Domain Institute of Professional Studies
Category	Student
Owner	Quality Assurance Department
Access	<b>Public</b> – Anyone can view this document
Version	0.1
Created Date	18-04-2025



## **Welcome to Domino Institute of Professional Studies**

As a leading provider of professional education in Pakistan, we are pleased to support your ongoing professional growth. This Continuing Professional Development (CPD) Policy outlines our institutional commitment to maintaining high academic and operational standards by supporting the professional development of our staff in alignment with OTHM and Ofqual guidelines.

### **1. Purpose**

The purpose of this policy is to ensure that all academic and administrative staff at Domino Institute of Professional Studies maintain, improve, and broaden their knowledge, skills, and professional competence through a structured and monitored Continuing Professional Development (CPD) programme. This supports high-quality delivery of OTHM qualifications in accordance with UK regulatory expectations, particularly those of Ofqual and OTHM's Centre Handbook.

### **2. Scope**

This policy applies to:

- Academic staff delivering and assessing OTHM qualifications
- Internal Verifiers (IVs)
- Academic managers
- Administrative and support staff
- External contractors involved in delivery/assessment



### **3. Policy Statement**

We are committed to fostering a culture of lifelong learning and development. All staff must engage in meaningful CPD to ensure:

- Compliance with awarding body standards
- Currency in subject knowledge and pedagogical practice
- Ethical and inclusive professional conduct
- Competence in using technology for distance learning and assessments
- Awareness of UK regulatory frameworks and quality assurance expectations

### **4. Definitions**

**CPD:** A planned and systematic approach to developing professional knowledge and skills through formal and informal learning activities.

**Mandatory CPD:** Required training for regulatory, compliance, or qualification-related purposes.

**Self-directed CPD:** Learning activities initiated by staff based on personal/professional development goals.

### **5. Aims and Objectives**

- Ensure staff remain current with subject-specific developments and assessment requirements.
- Embed CPD as a tool for enhancing teaching quality and learner experience.



- Support academic integrity and compliance with UK standards in a Pakistan-based context.
- Track and report CPD activity for internal quality assurance and OTHM audits.

## **6. Types of CPD Activities**

CPD may include (but is not limited to):

- Attendance at OTHM-led training/webinars
- Participation in internal/external workshops and conferences
- Online courses or MOOC certifications
- Peer observations and reflective teaching journals
- Research and academic writing
- Industry secondments or practical placements
- Internal standardization and moderation meetings



## 7. CPD Requirements

<b>Role</b>	<b>Minimum CPD Hours (Annually)</b>	<b>Notes</b>
Academic/Teaching Staff	20 hours	Must include at least 5 hours related to OTHM subject area
Internal Verifiers (IVs)	20 hours	Minimum 8 hours focused on standardization and quality assurance
Academic Managers	25 hours	Should include leadership and compliance updates
Admin/Support Staff	12 hours	Must cover communication, data protection, and learner support



## **8. CPD Recording and Review**

- Each staff member must maintain a **CPD Log** using the provided template.
- Logs must include Activity Title, Provider, Duration, Key Learnings, and Application to Role.
- CPD logs are reviewed twice yearly by the **Academic Quality Manager**.
- CPD documentation will be sampled and verified by the **Internal Quality Assurer (IQA)** and included in **Annual Self-Assessment Reports (SARs)**.
- Staff not meeting the minimum CPD requirements may be referred to for a development review.

## **9. Responsibilities**

<b>Stakeholder</b>	<b>Responsibilities</b>
Academic Quality Manager	Oversight of CPD compliance and development planning
HR/Administration	Maintaining CPD records, issuing reminders
Line Managers	Supporting CPD goal setting and monitoring progress
Individual Staff	Proactively planning, engaging in, and recording CPD activities



## **10. Quality Assurance and Reporting**

- Annual CPD summaries will be presented in Academic Board meetings.
- A sample of CPD logs will be reviewed during internal audits.
- Reports will be submitted to OTHM when requested as part of center monitoring or re-approval.
- CPD gaps identified in audits will be addressed through corrective action plans.

## **11. Equality and Accessibility**

Domino Institute ensures CPD is accessible and inclusive. Reasonable adjustments will be provided to accommodate staff with disabilities or unique needs. CPD options will consider local context and language accessibility while maintaining UK educational standards.

## **12. Review and Monitoring**

This policy is reviewed annually or in response to changes in OTHM guidance or Ofqual regulations. Reviews are conducted by the **Academic Quality Assurance Committee**.



### **13. Financial Support and Reimbursement for CPD**

Domino Institute of Professional Studies is committed to encouraging staff participation in CPD activities that align with institutional goals and regulatory requirements.

- **Internal CPD activities** (e.g., in-house training, standardization meetings) are provided at no cost to staff.
- **External CPD events** (e.g., conferences, OTHM webinars, accredited online courses) may be partially or fully funded subjects to:
  - Alignment with the staff member's role or performance plan
  - Availability of budget
  - Prior written approval from line manager and Academic Quality Manager

Reimbursement requests must be accompanied by valid receipts and submitted within 14 days of the activity.

**Note:** No personal development activity (unrelated to institutional or subject-specific goals) will be reimbursed.



## **14. Requesting CPD Activities or Support**

Staff interested in attending external CPD activities must follow below:

1. Submit a CPD Request Form to your line manager at least 10 working days in advance.
2. The request must include:
  - Title of the activity or course
  - Provider details
  - Duration and cost
  - Relevance to your role or development goals
3. Line managers will review and forward eligible requests to the Academic Quality Manager.
4. If approved, staff will be notified formally, and financial support (if applicable) will be arranged by HR.



## **CPD Request Form**

This form must be completed and submitted to your line manager at least 10 working days before the intended CPD activity.

Name of Staff Member: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Title of CPD Activity: \_\_\_\_\_

CPD Provider (Organization Name): \_\_\_\_\_

Mode of Delivery (e.g., Online, In-person): \_\_\_\_\_

Duration of Activity (Hours/Days): \_\_\_\_\_

Start and End Dates: \_\_\_\_\_

Total Cost (if any): \_\_\_\_\_

Brief Description of CPD Activity:

\_\_\_\_\_  
\_\_\_\_\_

Justification (How this activity supports your role/professional growth):

\_\_\_\_\_  
\_\_\_\_\_

Will you require financial support? (Yes / No): \_\_\_\_\_

Amount Requested: \_\_\_\_\_



**Domino Institute Of  
Professional Studies**

Line Manager's Comments:

---

---

Approval:

Approved     Not Approved

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

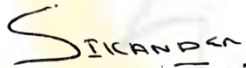
Academic Quality Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:

Email: [info@dominoenglish.pk](mailto:info@dominoenglish.pk)

Sikander

**Signed:**

Director, Domino Institute of Professional Studies