



College of
Policing

CPD framework

Version 1.01

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Introduction

The College of Policing has designed and developed a CPD framework for policing to support you to **maintain** and **enhance** your competence throughout your career.

The CPD framework consists of the following:

- the definition of continuing professional development
- the CPD model
- national and role-specific CPD profiles
- CPD toolkit.

What is continuing professional development?

The College of Policing defines continuing professional development (CPD) as:

‘A range of learning activities through which you can **maintain** or **enhance** your capacity to practise legally, safely, ethically and effectively.’

‘Maintaining’ involves you taking personal responsibility to ensure that you keep your knowledge and skills up to date, in line with any changes to legislation or practice advancements and in line with existing national standards for your role. These standards include the national occupational standards (NOS), standards of authorised professional practice (APP) and learning standards within the national policing curriculum (NPC).

‘Enhancing’ emphasises that the purpose of CPD activity should not be restricted to maintaining competence. CPD supports the notion of lifelong learning. It should, therefore, be a personal commitment to continuously seeking to improve, either within the scope of an existing role or to support career progression.

The concept of CPD is not new. It is likely to be something you already do informally and spontaneously every day, although you may not recognise these activities as CPD. CPD does not have to be formal, time-consuming or costly in order to add value to your development. Over recent years, CPD has become an integral requirement of most professions. This is because the development of knowledge, skills and behaviours has a key role to play in the competence of every level of the workforce. It ensures they each have the required skills to enable them to do their jobs to the best of their ability and to keep up to date with current practice and thinking.

Why CPD?

CPD is part of a lifelong learning strategy which will support you to meet the requirements of your role. It will help to ensure that you are able to maintain and enhance your competence throughout your career. CPD can benefit you by:

- building your confidence and credibility – you will be able to see your progression by keeping track of your development
- enabling you to showcase your achievements – evidence gathered as part of the CPD process can be used during professional development reviews (PDR)
- supporting you to achieve pay progression, where applicable
- supporting you to succeed in competency assessments
- assisting you to achieve your career goals by giving your development activities focus
- helping you to respond to the changing demands of policing by continually updating your knowledge, skills and experience
- supporting productivity and efficiency by enabling you to reflect on your learning and identify areas of development and potential.

In addition, CPD can benefit policing as a whole by:

- recognising the development of police officers and staff and, therefore, improving morale
- maximising the potential of all police officers and staff by linking learning to actions and theory to practice
- linking training and development to the needs of policing
- adding value – CPD supports reflective practice which in turn will help police officers and staff to apply learning to their role and to the development of policing as a profession through sharing good practice
- linking CPD to professional development reviews (PDR)
- supporting the recognition of the professional skills of policing by other professions and the public
- improving public trust and confidence in the police service.

The ARC assessment

The ARC assessment is a joint responsibility held by the constable and their line manager. Both the constable and line manager therefore have a shared responsibility to make the assessment phase a positive experience.

For the constable, it is an opportunity to demonstrate their skills and experiences to the force and have them recognised, and be rewarded for the work they do by moving to the next pay point.

College of Policing CPD model

The College has designed a CPD model for policing which can be implemented at all levels of policing, regardless of your rank and role. The CPD model aims to illustrate the four key areas that should be taken into account when you consider your CPD needs.



Figure 1: College of Policing CPD model

The four areas are:

- **Individual:** You are at the heart of the College's CPD model. This enables you to personalise your development. You should ensure your CPD is relevant to your existing knowledge and skills as well as your development ambitions. The model's aim is to empower you to take ownership of your professional development and to support you to take personal responsibility for driving your development forward. Your existing knowledge, skills, experience and personal ambitions should assist you in determining where your CPD should be focused against each of the other areas of the College's CPD model.
- **National:** working with key stakeholders, such as the National Police Chiefs' Council (NPCC), the College will identify national CPD profiles. These will be relevant to everyone working in policing and will include topics linked to supporting behavioural change, for example, the Code of Ethics.

- **Role:** working with key stakeholders and subject matter experts, the College will identify role-specific CPD profiles for every role in policing. These aim to support you with maintaining and enhancing your competence in your role.
- **Local:** This component of the model represents CPD which has been determined by forces locally. This could include activities identified in policing plans, it could be in relation to targeting a particular type of crime, or your force may have introduced a new IT system that requires the upskilling of all staff.

Using the College CPD framework

Using the CPD toolkit

You should use the CPD toolkit to help you to understand how all elements of the CPD framework can be used to:

- review your current strength, skills, knowledge and behaviours and identify your CPD needs
- identify relevant learning and development activities and an appropriate timeframe within which to address these
- create a plan to address your CPD needs, including how to select preferred learning and development opportunities
- record CPD
- reflect upon the impact of your CPD.

The CPD Toolkit should be used in conjunction with CPD model and the national and role-specific CPD profiles.

Using the CPD model

You should use the College's CPD model to help you to determine your areas for development. You are not expected to plan your CPD in four equal parts. Your existing knowledge, skills, experience and development ambitions may mean your CPD focuses primarily on your role, whereas a colleague in a similar role might make national CPD their focus. There is no right or wrong CPD plan but you should try and ensure you cover all four areas of the model when planning your CPD.

Using CPD profiles

CPD profiles will support you to formally identify and plan your CPD. There are two types of CPD profile – national and role-specific:

- **National** CPD profiles are relevant to all police officers and staff. They outline items of learning or behavioural change which aim to support the professional development of policing.
- **Role-specific** CPD profiles are being designed for every role in policing. They are neither prescriptive nor exhaustive but will help you to direct your CPD to **maintain** and **enhance** your competence. Role-specific CPD profiles explain the competency requirements for each role and identify relevant CPD topics for that role. They signpost you to existing resources, materials and learning programmes which you can access in order to carry out your CPD. Where relevant, they also support the requirements of professional registers.

The level and nature of your response to national and role-specific CPD profiles may vary depending on your rank, role, knowledge, skills and experience and, of course, your CPD plan.

National and role-specific CPD profiles are **not** intended to be used as a checklist. CPD is an ongoing process. It is not always about achieving an overall goal or aim – the steps taken along the way towards a goal are equally significant. As such, CPD profiles **do not** equate with hours or CPD points. This is because hours and CPD points do not measure the benefit you have taken from your CPD. The most important aspect of CPD is understanding what you have achieved by completing a CPD activity and how this has assisted you in **maintaining** or **enhancing** your competence.

Instead, national and role-specific CPD profiles are a resource which can be used alongside any unplanned or spontaneous CPD activities you undertake, together with the CPD toolkit to help you to reflect upon, identify, plan, carry out and record your CPD.

Ultimately, carrying out CPD is intended to be a rewarding and positive process. Making use of the College's CPD framework will support you to develop and provide a framework in which your professional skills are recognised and understood.

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Protecting the public Supporting the fight against crime

As the professional body for policing, the College of Policing sets high professional standards to help forces cut crime and protect the public. We are here to give everyone in policing the tools, skills and knowledge they need to succeed. We will provide practical and common-sense approaches based on evidence of what works.

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