

## Continuous Professional Development Funding Protocol

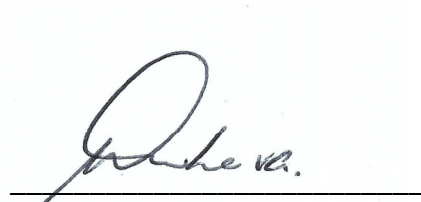
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1. Continuous Professional Development (CPD) is compulsory for clergy and lay leaders. In order for them to be appointed, the diocese covers the cost of CPD.
2. As a result of the annual personal review and the 360<sup>0</sup> review, each individual is required to develop a CPD plan (the plan).
3. The plan is developed in dialogue with the supervisor/facilitator.
4. The plan is to be lodged with the Bishop's Office, via the CPD Professional Development Coordinator, who also has responsibility for recording the plan.
5. After review by the relevant Dean, Chancellor, and Director of Safeguarding, any clarifications are discussed with the individual, and the plan approved in writing.
6. The CPD plan:
  - a. is focused on addressing the issues raised through the review process (point 2)
  - b. normally runs between each 360<sup>0</sup> review - that is three years
  - c. may include, but is not limited to, formal tertiary studies, vocational training courses, attendance at recognised conferences, symposiums, etc.
7. To access CPD funding, the individual will need to demonstrate as part of the plan
  - a. how the course or whatever they select to have funded relates to their CPD plan
  - b. what improvements they expect to make in their current practice. For example, if one chooses to study a form of business course to improve their ability to read balance sheets, etc.
8. The budget allocated for CPD funds is only available for meeting the requirements of the CPD plan on an annual basis.
9. The CPD funding is for an individual's development based on their current qualifications and appointment. This does not include studying a full or part time

bachelor, masters, etc in a new field. Undertaking formal study is a separate matter.

10. For individuals who are required to complete the minimum PD of 15 hours (see the CPD classification table) they must include between 15 and 20 hours per year in the plan.
11. For individuals who are required to complete the minimum PD of 10 hours (see the CPD classification table) they must include between 10 and 15 hours CPD per year in the plan.
12. Points 10 and 11 must include a minimum of two hours safeguarding.

Approved by the Vicar General



Reverend Andrew Doohan

06/07/2020

Date