

Continuous Professional Development Programme Outline



NKTS' Continuous Professional Development (CPD) Programme is fundamentally about giving you support and encouragement to take the time to consider where you want to be and how you plan to get there. The programme is made up of a range of guidance, ideas and tools to help you realise your personal and professional ambitions. CPD isn't a formal process, and it doesn't matter where you are in your career and what you want to achieve— it's simply about you.

Getting Started

NKTS registered students are automatically enrolled into our CPD Programme - it's free of charge and aims to extend NKTS' support and service beyond the classroom.

If you haven't done so already, it's worth undertaking some self assessment and taking time to reflect on where you might want to be in the future. Some people find this difficult to do, so NKTS can provide you with a self-assessment tool that can help you with this.



How CPD Benefits You...

- ◆ Builds your confidence and credibility as you track your progress.
- ◆ Helps achieve your goals by focussing on your development needs.
- ◆ You could earn more by showcasing your achievements – a handy tool for appraisals.
- ◆ Increases ability to cope positively with change by constantly updating your skill set.
- ◆ Demonstrates to employers that you have 'learning agility' and that you have personal commitment to improvement and advancement.

Be sure to take the first step

CPD is about your awareness and attention to what's important to you. It helps to add structure to the planning and recording of your accomplishments— whether these are work related, formal training or extra-curricular. NKTS will keep a record of any formal training you undertake with us, that you can request a copy of at any time, but it will also be worthwhile keeping a personal CPD Record Sheet so that you can fully plan and manage your acquisition of knowledge and skills. NKTS can provide you with a template CPD Record Sheet.

Overleaf you'll find a summary of support currently available to you as part of the your NKTS Programme and, in the spirit of continuous development, our range of assistance will evolve and grow over time to keep in line with the needs of our students.

NKTS Continuous Professional Development Programme Support Available to Students

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- ◆ Private online Facebook Forum, moderated by NKTS, where students can extend their learning beyond the classroom through sharing views, comments and questions with fellow students and tutors. NKTS Students will receive an invitation to join this Forum following their attendance at any NKTS course.
- ◆ Free Self-Assessment Tool, available on request, to help you reflect on your future goals and development needs.
- ◆ Free CPD Record Sheet Template, available on request, to help keep track of your acquisition of skills and knowledge.
- ◆ We hold a record of all formal learning you undertake with NKTS, and can provide a summary of this on request should you need it.
- ◆ NKTS' team of trainers hold a wealth of knowledge, skills and qualifications in their individual areas of expertise. They take the opportunity to share this through NKTS' website - following their updates may be a useful tool in developing your personal area of interest.
- ◆ NKTS is part of Medway Voluntary Action, and this offers our CPD Students some great opportunities:
 - If you are thinking of a career change then volunteering is a perfect way to explore new fields (for example; If you have a passion for the arts but have career in computing then why not volunteer at your local theatre?). Medway Voluntary Action hold a comprehensive database of community and voluntary organisations in Medway that they can put you in touch with to help get you started.
 - If your future ambitions include being your own boss and setting up your own business, then Medway Voluntary Action can provide advice and information about setting up your own community interest company.
- ◆ NKTS are developing template business cases for each of their training courses. These may help if you need to justify the value of investing in your training to your employer or trustees.
- ◆ NKTS CPD Awards - annual recognition of students who have undertaken a significant level of training / new skills through NKTS.



"It gives me time to 'stop and stare'. Sometimes you can get to a situation where you don't make time to stop and think."
(CPD Participant)

For more information about our NKTS CPD Programme

Phone: **01634 818036** Email: **enquiries@nkts.co.uk** Visit: **www.nkts.co.uk**

North Kent Training Service, 5a New Road Avenue, Chatham, ME4 6BB

