

Policy name: Continuing Professional Development (CPD) Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, employs as teaching staff many who have careers in the wider world as professional musicians. The Academy believes that the non-teaching careers of such staff provide immeasurable benefit to its students, and therefore supports their Continuous Professional Development (hereinafter referred to as CPD) to the greatest extent possible, provided that it does not interfere with their ability to teach students in the manner required by their contracts of employment with RIAM. In addition, the Academy encourages all teachers to engage in CPD in order to reflect on their teaching practice and remain cognisant of current trends in their fields.
- 1.2 CPD is also important for non-teaching staff, as they upskill to support the Academy in delivering the highest quality experience possible to its students.

2. Purpose

- 2.1 The policy sets out the terms under which the Academy will support CPD for all staff.

3. Scope

- 3.1 This policy applies to all Academy staff.

4. Benefits

- 4.1 Teaching staff keep the Academy in the public eye as a result of external high profile work.
- 4.2 Such staff improve as teachers as a result of CPD and provide students with a rounded and inspirational education.
- 4.3 The Academy remains an attractive workplace for performing musicians at the highest level of their profession.
- 4.4 Academy non-teaching staff are stimulated and supported in their careers.

5. Principles

- 5.1 The Academy is a music performance and composition conservatoire.
- 5.2 The Academy believes in a holistic approach to teaching and encourages staff to expand their experiences in order to be more flexible and informed teachers.
- 5.3 CPD is also important to those working in professional support roles to develop the work of the Academy.

6. Policy

- 6.1 CPD comprises training and learning initiatives aimed at developing individuals' qualifications, knowledge, and skills base for the performance of their duties and for their personal growth and development. These initiatives may include:
- (i) pursuit of higher qualifications;
 - (ii) research activities;
 - (iii) participation at conferences and seminars;
 - (iv) concerts/performance tours;
 - (v) artistic endeavours;
 - (vi) membership of professional bodies;
 - (vii) external networking;
 - (viii) sabbaticals;
 - (ix) industrial placement;
 - (x) skills dissemination;
 - (xii) formal learning exchanges;
 - (xiii) training courses;
 - (xiv) such other mechanisms which facilitate continuing professional development.
- 6.2 To fulfil its responsibilities to students, the Academy must ensure that the skill and competence of its staff is continually enhanced.
- 6.3 CPD is a core part of staff appraisal systems.
- 6.4 CPD, as embraced by the Academy, relates to financial support given to individuals or groups who wish to pursue appropriate and relevant extra-curricular activity outside of their normal workplace functions.
- 6.5 The Academy has a limited annual budget for supporting CPD activities and will endeavour to assist applications entirely or partially depending on the availability of funds at the time of application. However, an application for funding is not guaranteed to be supported.
- 6.6 Monitoring and evaluation reports on CPD are considered annually by the Board of Studies.

7. Procedure for Pursuing CPD

- 7.1 The Academy will make an annual call for applications from all staff who wish to engage in CPD.
- 7.2 A member of staff who wishes to apply for financial support for CPD, and believes it is of benefit to the Academy and his/her role within it, must apply for support to the RIAM Director and RIAM Secretary, in advance of committing to the undertaking.

7.3 Such funding, if granted, will be given within the limit of available funds and may be a percentage of the total costs.

7.4 There will normally be an upper limit of €1,500 per annum per applicant.

8. Responsibility

8.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

9. Legislation and Regulation

9.1 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\)](#).

9.2 [Code of Practice for Provision of Education and Training to International Learners \(2015\)](#).

9.3 [National Framework of Qualifications \(NFQ\)](#).

10. Document Control

Approved by Board of Studies 25th November 2016.

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Revision 2 approved.

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Next review: Academic year 2020/21.