

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CODE: P057

Section: Human Resources

Policy Owner: BOG

Procedure Owner: CEO

POLICY

The Policy of the Board of Governors is to provide and support continuous professional development to its staff within resource limitations including financial resources, subject to Board of Governors approval.

PROCEDURES

The CEO proposes the professional development budget (as part of the Institute's budget) to the Board of Governors. The Board of Governors endorses the budget to be sent to the Ministry of Tourism who in turn sends it to the Ministry of Finance for approval or otherwise.

The degree of relevance of the CPD to the Institute of Tourism Studies will be decided by the respective departments, approved by the CEO and documented by the Human Resources.

The decision is based on

1. Benefit to ITS
2. Benefit to the Department
3. Benefit to the employee for his performance

The CPD's can include

1. Program content - general updating
2. Development of new programs
3. Instructional techniques updating
4. Special student needs
5. Development of new services
6. General professional development