

# CPD – the way it works

Hertfordshire Music Service provides CPD (**C**ontinuing **P**rofessional **D**evelopment) for all HMS teachers as Core CPD (5 times a year, usually at the beginning of term) and as various courses throughout the year. For Core CPD, you will be paid for attendance based on the hours you work for HMS. For example, a full time teacher's claimable CPD allowance would be the full 5 days. If you book via the website and attend on the day, you will be paid automatically - do not include CPD on your Pay2. You are welcome to attend above your allowance but you cannot be paid.

## CPD Entitlement per Academic Year

If you are an **HOURLY PAID TEACHER**, your CPD entitlement is calculated pro rata to the number of hours you teach. For example:

- If you teach for 7 hrs per week then you are entitled to attend, and be paid for, up to 7 hrs of CPD for the academic year
- If you teach for 15 hrs per week then you are entitled to attend, and be paid for, up to 15 hrs of CPD for the academic year

If you are a **SALARIED TEACHER**, your CPD entitlement is calculated pro rata to your contracted hours. For example

- If you are full time you are entitled to attend, and be paid for, up to 30 hours of CPD for the academic year
- If you are on a point 4 contract (i.e. 2 days) you are entitled to attend, and be paid for, up to 12 hours of CPD for the academic year

Payment for attending **any additional CPD** (i.e. on top of your entitlement) must be authorised by your Area Head in advance of the CPD event

CPD entitlements are calculated for each academic year. If you do not use up your full entitlement within the year, it cannot be carried over. However, some external courses or events may count towards your CPD entitlement but these **MUST** be authorised well in advance by your Area Head.