

Civil Defence College



Faculty Development

Policy No. 23 (2022)

Faculty Development Policy.

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Contact Details

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1. Background

Civil Defence believes that the strength of the organisation depends on a committed and qualified faculty, who constantly update their skills and expertise to maintain excellence in student learning (teaching), creation of new knowledge (research), and service to the organisation and the community. The fact that most faculty members are volunteers who give their time to the organisation and to teaching and supporting their fellow volunteers, is a huge bonus to the organisation. Their commitment and support for Civil Defence and particularly the delivery of training is commendable.

2. Purpose

The purpose of this policy is to outline the role and responsibilities of the Civil Defence College and Civil Defence Faculty, in the development of the skills and expertise required to ensure ongoing development of the organisation, Civil Defence volunteers and stakeholders.

The needs of faculty members vary greatly because of discipline, stage of career, and personal commitments.

3. Scope

The scope of this policy covers Faculty development which is the joint responsibility of the faculty member and the Civil Defence College. The College faculty consists of Civil Defence volunteers who hold appropriate qualifications. The faculty includes the Civil Defence Medical Advisor, College Principal and is supported by instructors and administration staff. The Civil Defence College supports faculty development initiatives in order to assist faculty members to meet their goals. In order to join the Civil Defence College faculty, Civil Defence volunteers are nominated and approved by their Local Authority Civil Defence Officer.

There are a number of faculties developed in Civil Defence that include

- CFR Community Instructor Faculty
- CFR Advanced Instructor Faculty
- FAR Instructor Faculty
- EFR Instructor Faculty
- EFR Examiner Faculty

- PHECC Education Award Holders Faculty

4. Role and Responsibility of Civil Defence College

The Civil Defence College is committed to promoting professional development activities by its faculty members to ensure that:

- establish faculties to meet the needs of the organisation within the various disciplines
- faculty members' educational skills reflect time-proven methods as well as current instructional trends and modern delivery modes.
- faculty members have full opportunity to enhance and acquire emerging technological skills and apply them to instruction and practice.
- faculty members embrace opportunities to contribute to regional and national forums of research, education policy, and practice, and other professional activities.
- faculty members have an opportunity to participate in growth experiences and share the information, trends and ideas with colleagues and volunteers.

The Civil Defence College will discuss the issue of faculty development each year to summarise what is being done for faculty development. Civil Defence College will provide evidence of ongoing professional development of faculty as teachers, practitioners, and community service providers.

5. Role and Responsibility of Civil Defence Faculty members

- The Civil Defence College requires faculty members to commit to training, both self-development and attending CPC and other training provided for them.
- Faculty members will be encouraged to participate in a minimum number of courses and/or assessments each year.
- In each category, faculty members will be asked to identify gaps in knowledge and/or skills that they will address during the following year through faculty development activities.

- In addition, every two years participants who have teaching responsibilities will attend a workshop to review student learning results and to make adjustments in course design.
- In respect of all disciplines, faculty members who are instructors are required to attend instructor recertification.
- Faculty members at Assistant Tutor, Tutor and Facilitator level are invited to contribute to the development of training courses in respect of PHECC CPG Upskilling

6. How to become a member Civil Defence Faculty

In order to become a member of a faculty, the Civil Defence Volunteer must be an instructor or a PHECC Educational Award Holder



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