

Professional Development Policy for Tutors

Tolley is a business specialising in tax and is proud of its reputation for having tutors with excellent subject knowledge. Tutors are expected to keep both their tax syllabus and technical teaching knowledge up to date.

Induction

At commencement of their employment with Tolley, all tutors will receive relevant training to smooth their progress to competence and to ensure they understand the workings of the organisation. Managers, through constant review and assessment, have a responsibility to initiate appropriate tuition and coaching to ensure that each tutor can attain the standards required by the job in a realistic time frame.

Reviews

All employees will receive an annual appraisal aimed at improving their personal performance. This will ensure everyone is appropriately managed and performing to best of their ability. At this annual appraisal, employees will discuss and agree a set of key performance indicators (KPIs) for the following year.

In addition to the annual appraisal, all employees can expect regular 1-2-1 reviews with their line manager, during which progress against KPIs will be reviewed and any learning and development needs will be identified and planned.

It is a requirement that all tutors are members of an appropriate professional body and fully comply with the conditions of membership.

A condition of membership of all accounting and taxation professional bodies is that knowledge and skills must remain up to date. Members are required to declare their CPD annually and may comprise the following activities:

- Attendance at branch talks, conferences, seminars, workshops, discussions at committee meetings, and similar events organised by CIOT or ATT and its branches, and similar training organised by other professional bodies, professional firms, and companies;

- Learning media including podcasts and computer-based training packages;
- Learning at work, such as firms' training meetings, coaching, and mentoring;
- Technical discussions on new legislation and case law;
- Studying for a relevant further qualification;
- Developing and presenting relevant training material;
- Writing books, articles, and reviews;
- Reading technical journals such as Tax Adviser;
- Researching the answer to a technical query;
- Reading material relevant to the role such as anti-money laundering or data protection guidance;
- Reading professional standards material e.g. Professional Rules and Practice Guidelines and Professional Conduct in relation to Taxation;
- Non-tax technical subjects such as practice management, “soft skills”, and IT skills as relevant to the role.

Tolley supports tutors in maintaining their CPD through internal training and allowing tutors to take time off to support branch and professional body activities. Tolley will also fund appropriate external courses.

Tolley has also granted access to all tutors to Tolley Online Seminars, which is a useful resource for keeping up to date with technical developments.

Tutors are also expected to keep their teaching skills up to date. All tutors are encouraged to complete the Level 3 Education and Training Award. Advanced courses may also be completed at the discretion of the Director of Tolley Learning. Tutors are expected to share updates on current practice with the other tutors through the annual internal training programme and other appropriate means.

Tolley provides a Tutor Information Exchange area (TIEX) on the Academy to keep tutors up to date with changes in syllabus, the examination process, and apprenticeship programmes. The Academy

also includes forum discussions where tutors can raise queries and share knowledge.

All tutors have a responsibility to check TIEX regularly for updates and read the information posted.



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