CYPRUS POLICE ACADEMY

PORTFOLIO FOR INSTRUCTORS

Name and Surname: …………………………………………………………………..

Rank / No: …………………………………………………………………

Date the portfolio starts: …………………………………………….

Date the portfolio is completed: …………………………………………………

GLOSSARY

Reflection in the training process means the systematic assessment and revision of beliefs and knowledge in relation to new experiences and information. The aim is to help the instructor and the trainee develop via self-assessment

Peer assessment / peer review means the targeted observation and feedback between colleagues (of the same rank). The purpose of peer assessment is the exchange of opinions / views for improving the education process.

Acquiring (new) Degree / Postgraduate Degree for the purposes of the portfolio means the Degree / Postgraduate Degree acquired after 1st January 2021.

Informal learning means the learning realized outside the organized education context, in the context of leisure time, family, social and other activities.

Knowledge and intellectual skills
Means any knowledge and intellectual skills that have been acquired within the context of informal, formal and nonformal learning. Such knowledge and skills include theoretical and practical learning in topics related to practical / operational / technical carrying out of training duties. Such learning could be the learning referring to new theories of learning, new police practices etc.

Management for the purposes of the portfolio, means any activity for development aiming at the acquisition / development of knowledge and skills of instructors in matters of management.

Peer learning means the training between colleagues of the same rank, aiming at the training in topics of expertise / experiences. It is considered to be the most effective training method with a retention percentage of 90%.

Trainer / Instructor means the member of the Police and the Fire Service that has successfully completed the Training the Trainers Program of the Cyprus Police Academy.

Impact for the purposes of the portfolio, means the reflection of the instructor, who assesses the impact that his / her development has on the training activities, on the trainees, and on the general environment of the CPA.

Action Research
Means research carried out using various social research tools, aiming at finding out problems / weaknesses within the researched area, and to help the persons responsible for it, to find practices that would solve these problems / weaknesses, quickly and effectively. Achtion research is characterized by the involvement of the academic in the research as well as reflection during the training process.

Good practices mean methods or techniques that could be considered as of higher level and which have better results than other practices.

Non formal learning means learning realized in an organized training context but outside the formal training system, like further professional training.

Peer Trainer means trainer / instructor who is of the same rank.

Personal Effectiveness
Means the development of personal and social skills that affect the effectiveness of a person within the workplace and which facilitate interaction within that place. Personal and Social Skills are not based solely on the knowledge and intellectual skills acquired within professional training, nor confined in specific professional areas. These skills include confidence, discipline, self-control, flexibility, wellness, common sense, positivity, team work, communication, cooperation, emotional intelligence, problem solving, responsibility, initiative, willingness to learn.

Relevant topics (Police)
For the purposes of the portfolio it means – Social Sciences (Psychology, Sociology, Criminology, Political Sciences), Law, Forensic Sciences, Criminal Justice, Public Security, Police Studies, and includes topics of general training such as Physical Education, Information Technology.

Relevant topics (Fire Service)
For the purposes of the portfolio it means – Firefighting Sciences, Applied Sciences (Architecture, Fire engineering, Engineering, Civil Engineering, Electrical engineering, Chemical engineering), Fire safety, Crisis management, Environmental studies, and includes topics of general training such as Physical education, Information Technology, Psychology.

PART A – INTRODUCTION

This Portfolio for Instructors aims at encouraging the continuous training and the development of the knowledge and skills of the Cyprus Police Academy instructors, both on a personal level as well as on a professional one, via various training activities, ensuring the quality of the training provided at the CPA.

More specifically, it aims at the setting of targets and relevant timelines, as well as evaluation of the development of the instructors, and it is divided into four Areas of Development and their targets, encouraging constant feedback and reflection:

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new topics
      (b) Top up knowledge
      (c) Refresh existing knowledge
Area 2 – Personal Effectiveness
      (a) Improve training capability
      (b) Develop personal and social skills
Area 3 - Management
      Develop Managerial Skills
Area 4 – Impact
      Impact of activities in areas 1,2,3

The targets and timeline are recorded by each instructor under the guidance of the Director of Studies of the CPA, who supervises the progress and the development of each instructor on a bimonthly basis so as to ensure that the development activities of each instructor are materialized.

For the purposes of the portfolio, the instructors will complete development activities according to the targets that each of them has set for him / herself.   The values, the targets and the timeline for completion, are recorded in Part B of the portfolio, while in Part C, each activity is recorded within the relevant development areas. The recording of the activities may be done by writing a text, as

well as by using other media such as photos, videos etc. The Instructor may add as many sheets of paper as needed for the recording of the description and details of the activities. The portfolio is kept in a special file that allows the insertion of extra sheets of paper / evidence.

It should be pointed out that the portfolio is kept by each instructor, and presented to the Director of Studies during the bimonthly or other development meetings. At the same time, it provides evidence of the instructor's development in the case that any rewards are given for training activities.

Learning Outcomes

On completion of the portfolio, the instructors will be in a position to -

State their values
Choose their development targets
Schedule development activities within their targets and development areas
Carry out development activities in relation to their targets
Describe their activities
Evaluate their own development via constant reflection
Assess the impact of their activities in relation to the development areas

Instructors' Development Activities

The activities aiming at the development of CPA Instructors are presented in the table below. The activities set out in Part I (i-vi) are compulsory for each instructor on an annual basis. The activities set out in Part II (i-xii) are additional and are determined by each instructor, both in kind and in frequency, depending on the targets that s/he has set for his/her own development, and according to Areas 1-4 described above.

Instructors' Development Activities	Minimum number of Activities
Part I - Compulsory	
(i) Feedback meetings with the Director of Studies	1 bimonthly
(ii) Systematic feedback by a peer instructor	1 monthly
(iii) Participation in Training / Workshops on topics of Training / Education organized by the Police	1 annually
(iv) Participation in Training / Workshops organized by the Police / Fire Service (conventional training) on any other topic besides Training / Education	1 annually
(v) Participation in Cepol / Frontex / Europol / Interpol Webinars	2 annually
(vi) Educational Mobility (placement at Fire / Police Stations and Traffic Department of a total duration of one month per year, either in one phase or more)	One month per year
Part II - Additional	
(i) Professional training / workshops organized by other Services / Agents on any other topic besides Training / Education	According to the targets set by the instructor
(ii) Participation in training abroad	
(iii) Training / workshops (outside the Police / Fire Service) on any topic by private initiative	
(iv) Significant participation in research work / creation of knowledge in the Police / Fire Service	
(v) Participation in the running of EU Funding Programs	
(vi) Publications in Police / Fire Service / Academic periodicals / books	
(vii) Application of innovation in training	
(viii) Mobility abroad of a duration of at least one week	
(ix) Acquiring a (new) University Degree on a relevant topic	
(x) Acquiring a (new) Master's Degree on a relevant topic	
(xi) Any other development activity within the Police / Fire Service	
(xii) Any other development activity outside the Police / Fire Service by private initiative	

Duration of the Portfolio
The portfolio begins with the first meeting of the instructor with the Director of Studies where the targets are set, until the completion of the development activities regarding the targets set by each instructor.

PART B – PERSONAL DETAILS

B.1 Instructor's Values

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B.2 Instructor's Targets

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B.3 Timeline of Instructor's Development Activities

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PART C – ACTIVITIES

I (i) Feedback meetings with the Director of Studies (1 bimonthly)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
   (a) Acquire new Knowledge in new topics
   (b) Top up knowledge
   (c) Refresh existing knowledge
Area 2 – Personal Effectiveness
   (a) Improve training capability
   (b) Develop personal and social skills
Area 3 - Management
   Develop Managerial Skills
Area 4 – Impact
   Impact of activities in areas 1,2,3

Date of Meeting   ……………………………….

Topics discussed:

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Impact of the activity per Area and Target:

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Comments / Feedback by the Director of Studies

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Date…………………………………… Signature …………………………..

I (ii) Systematic feedback by a peer instructor (1 activity monthly)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
     (a) Acquire new Knowledge in new topics
Area 4 – Impact
     Impact of activities in areas 1,2,3

Date of Meeting   ……………………………………

Topics discussed:

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Impact of the activity per Area and Target:

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Comments / Feedback by peer instructor

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Date………………………………… Signature …………………………..

I (iii) Participation in Training / Workshops on topics of Training / Education organized by the Police (1 annually)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
    (a) Acquire new Knowledge in new topics
    (b) Top up knowledge
    (c) Refresh existing knowledge
Area 2 – Personal Effectiveness
    (a) Improve training capability
    (b) Develop personal and social skills
Area 3 - Management
    Develop Managerial Skills

Date of activity ……………………………………

Description of Activity:

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Impact of the activity per Area and Target:

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I (iv) Participation in Training / Workshops organized by the Police / Fire Service (conventional training) on any other topic besides Training / Education (1 annually)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new topics
      (b) Top up knowledge
      (c) Refresh existing knowledge
Area 2 – Personal Effectiveness
      (b) Develop personal and social skills
Area 3 - Management
      Develop Managerial Skills

Date of activity …………………………………….

Description of Activity:

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Impact of the activity per Area and Target:

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I (v) Participation in Cepol / Frontex / Europol / Interpol Webinars (2 annually)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new topics
      (b) Top up knowledge
      (c) Refresh existing knowledge

Date of activity ……………………………………

Description of Activity:

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Impact of the activity per Area and Target:

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I (vi) Educational Mobility (placement at Fire / Police Stations and Traffic Department of a total duration of one month per year, either in one phase or more)

Areas / Targets:

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new topics
      (b) Top up knowledge
      (c) Refresh existing knowledge
Area 2 – Personal Effectiveness
      (b) Develop personal and social skills
Area 3 - Management
      Develop Managerial Skills
Area 4 – Impact
      Impact of activities in areas 1,2,3

Date of activity …………………………………………

Description of Activity:

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Impact of the activity per Area and Target:

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II (i) Professional training / workshops organized by other Services / Agents on any other topic besides Training / Education

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
     Develop Managerial Skills
Area 4 – Impact   **……..**
    Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity …………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (ii) Participation in training abroad

Area 1 – Knowledge and Intellectual skills
     (a) Acquire new Knowledge in new   **……..**
topics
     (b) Top up knowledge   **……..**
     (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
     (a) Improve training capability   **……..**
     (b) Develop personal and social skills
Area 3 - Management   **……..**
     Develop Managerial Skills
Area 4 – Impact   **……..**
     Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (iii) Training / workshops (outside the Police / Fire Service) on any topic by private initiative

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
      Develop Managerial Skills
Area 4 – Impact   **……..**
      Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity …………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (iv) Significant participation in research work / creation of knowledge in the Police / Fire Service

Area 1 – Knowledge and Intellectual skills
     (a) Acquire new Knowledge in new   **……..**
topics
     (b) Top up knowledge   **……..**
     (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
     (a) Improve training capability   **……..**
     (b) Develop personal and social skills
Area 3 - Management   **……..**
     Develop Managerial Skills
Area 4 – Impact   **……..**
     Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………

Description of Activity:

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Impact of the activity per Area and Target:

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II (v) Participation in the running of EU Funding Programs

Area 1 – Knowledge and Intellectual skills
       (a) Acquire new Knowledge in new   **……..**
topics
       (b) Top up knowledge   **……..**
       (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
       (a) Improve training capability   **……..**
       (b) Develop personal and social skills
Area 3 - Management   **……..**
       Develop Managerial Skills
Area 4 – Impact   **……..**
       Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity …………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (vi) Publications in Police / Fire Service / Academic periodicals / books

Area 1 – Knowledge and Intellectual skills
    (a) Acquire new Knowledge in new   **……..**
topics
    (b) Top up knowledge   **……..**
    (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
    (a) Improve training capability   **……..**
    (b) Develop personal and social skills
Area 3 - Management   **……..**
    Develop Managerial Skills
Area 4 – Impact   **……..**
    Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (vii) Application of innovation in training

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
      Develop Managerial Skills
Area 4 – Impact   **……..**
      Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ………………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (viii) Mobility abroad of a duration of at least one week

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
      Develop Managerial Skills
Area 4 – Impact   **……..**
      Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………

Description of Activity:

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Impact of the activity per Area and Target:

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II (ix) Acquiring a (new) University Degree on a relevant topic

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
     Develop Managerial Skills
Area 4 – Impact   **……..**
     Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (x) Acquiring a (new) Master's Degree on a relevant topic

Area 1 – Knowledge and Intellectual skills
       (a) Acquire new Knowledge in new   **……..**
topics
       (b) Top up knowledge   **……..**
       (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
       (a) Improve training capability   **……..**
       (b) Develop personal and social skills
Area 3 - Management   **……..**
       Develop Managerial Skills
Area 4 – Impact   **……..**
       Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity ……………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (xi) Any other development activity within the Police / Fire Service

Area 1 – Knowledge and Intellectual skills
      (a) Acquire new Knowledge in new   **……..**
topics
      (b) Top up knowledge   **……..**
      (c) Refresh existing knowledge   **……..**
Area 2 – Personal Effectiveness
      (a) Improve training capability   **……..**
      (b) Develop personal and social skills
Area 3 - Management   **……..**
      Develop Managerial Skills
Area 4 – Impact   **……..**
      Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity …………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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II (xii) Any other development activity outside the Police / Fire Service by private initiative

Area 1 – Knowledge and Intellectual skills
    (a) Acquire new Knowledge in new   ....
topics
    (b) Top up knowledge   ....
    (c) Refresh existing knowledge   ....
Area 2 – Personal Effectiveness
    (a) Improve training capability   ....
    (b) Develop personal and social skills
Area 3 - Management   ....
    Develop Managerial Skills
Area 4 – Impact   ....
    Impact of activities in areas 1,2,3

(Mark with √ the Target addressed by each activity)

Date of activity …………………………………..

Description of Activity:

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Impact of the activity per Area and Target:

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PART D   GENERAL PORTFOLIO EVALUATION

Self-evaluation of the Instructor

What have I learned / what skills / knowledge have I acquired / in what way have I improved in relation to the targets and / or the

timeline I have set?

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What could I have done differently?

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Date…………………………… Signature …………………………

Comments / Recommendations of the Director of Studies

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Date…………………………… Signature …………………………

PART E- APPENDICES

Please attach any documents you consider important in relation to the portfolio and your recordings.