

Doc. 300.1.4

Date: Date.

# Follow-up Report

(for a CYQAA accredited  
Institution/Department/  
Programme of study)

- Higher Education Institution: Cyprus Police Academy
- Town: Nicosia
- Type of Evaluation: Program
- Accredited on CYQAA Council's Summit Number: 57
- Date of Accreditation: 09/09/2020

If applicable:

- School/Faculty: School/Faculty
- Department: Department/Sector
- Programme of Study Name (Duration, ECTS, Cycle)

Programme Πρόγραμμα Εκπαίδευσης Δοκίμων  
Πυροσβεστών

In Greek:

Programme Name

In English:

Training for Fire Service Recruits

- Programme's type: Conventional
- Language (s) of instruction: Greek



The present document has been prepared within the framework of the authority and competencies of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA), according to the provisions of the “Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Laws of 2015 to 2019” [N. 136 (I)/2015 to N. 35(I)/2019] and the European Standards and Guidelines (ESG).

## A. Internal Quality Assurance Committee

<i>Name</i>	<i>Position</i>	<i>Rank</i>
<b>Dr Maria Xenophontos</b>	Chair	Superintendent A
<b>Dr Panayiotis Nicolaides</b>	Member	Superintendent B
<b>Dr Markianos Kokkinos</b>	Member	Superintendent B
<b>Andreas Christofi</b>	Member	Chief Inspector, Fire Service
<b>Christalla Demetriou</b>	Member	Chief Inspector
<b>Andreas Gkougkouris</b>	Member	Fire Service Recruit

## B. Guidelines on content and structure of the Follow-up Report

- *CYQAA has a consistent follow-up process for considering the action taken by the institution toward the improvement and further development of the CYQAA externally evaluated and accredited institution / department / programme of study. The present Follow-up Report should recount, synoptically, institutional action taken toward the implementation of the remarks indicated in the CYQAA Final Report.*
- *The Follow-up report should provide evidence (via website links) and appendices at the end of the report on how the remarks of the Council of CYQAA have been adhered to.*
- *The remarks indicated in the CYQAA Final Report should be copied from the corresponding report and be followed by the institution's response.*
- *The institution may add any other institutional action taken towards the implementation of ESG aiming at the improvement of the institution / department / programme of study.*

## 1. Remarks on the CYQAA Final Report

*«Το ίδρυμα καλείται να ανταποκριθεί στην ανάπτυξη προγράμματος συνεχούς κατάρτισης και αναβάθμισης των προσόντων των εκπαιδευτών, το οποίο θα κοινοποιήσει στον Φορέα εντός του Χειμερινού εξαμήνου και όχι αργότερα από το τέλος Δεκεμβρίου 2020»*

The Institution is called to respond with the development of a program of continuous training and upgrading of the qualifications of the instructors, which will send to the Agency within the Winter Semester and not later than the end of December 2020.

## 2. Institution's Response

The Cyprus Police Academy, responding to the recommendation of the Agency of Quality Assurance and Accreditation in Higher Education, has created the Portfolio for Instructors, aiming 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 for the Portfolio

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 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.

#### Part I - Compulsory

(i)	Feedback meetings with the Director of Studies	once (1) bimonthly
(ii)	Systematic feedback by a peer instructor	once (1) monthly
(iii)	Participation in Training / Workshops on topics of Training / Education organized by the Police	once (1) annually
(iv)	Participation in Training / Workshops organized by the Police / Fire Service (conventional training) on any other topic besides Training / Education	once (1) annually
(v)	Participation in Cepol / Frontex / Europol / Interpol Webinars	twice (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 (1) month per year

#### Part II - Additional - According to the targets set by the instructor

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



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CYPRUS AGENCY OF QUALITY ASSURANCE AND ACCREDITATION IN HIGHER EDUCATION







**C. Other institutional action taken towards the implementation of ESG aiming at the improvement of the institution / department / programme of study.**

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**D. Signatures of the Internal Quality Assurance Committee**

<i>Name</i>	<i>Signature</i>
<b>Dr Maria Xenophontos</b>	
<b>Dr Panayiotis Nicolaidis</b>	
<b>Dr Markianos Kokkinos</b>	
<b>Andreas Christofi</b>	
<b>Christalla Demetriou</b>	
<b>Andreas Gkougkouris</b>	

Date: 07/12/2020

