

Cubitt Education Ltd – Learning Resources and Training Services Policy

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

Date: 06.08.2025

Review Date: 06.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to providing high-quality, compliant, and engaging learning materials and training services that meet the needs of training providers, FE colleges, employer-led programmes, and other education organisations.

Our aim is to ensure that all resources and training:

- Are mapped to the latest standards, frameworks, and regulatory guidance.
- Support learner achievement, employer engagement, and provider compliance.
- Are adaptable to different delivery models and formats.

2. Purpose

This policy sets out our approach to:

- Designing and updating apprenticeship and CPD resources.
- Delivering Safeguarding, Prevent, and compliance training.
- Ensuring content meets Ofsted, ESFA, IfATE, KCSIE, and other relevant requirements.
- Maintaining quality and consistency across all services.

3. Scope

This policy applies to:

- All apprenticeship resource packs developed and supplied by Cubitt Education Ltd.
- All Safeguarding, Prevent, and compliance training delivered by Cubitt Education Ltd.
- All bespoke curriculum content and consultancy services provided to clients.

4. Service Commitments

4.1 Resource Development

- All resource packs will be fully mapped to the current apprenticeship standards and KSBs.
- Resources will include:
 - Scheme of Work & Delivery Plan (aligned to 12/18/24-month delivery)
 - Session Plans & PowerPoints for each topic
 - Workbooks & Activity Sheets for off-the-job learning
 - Assessment templates, including mock EPA tasks
 - Employer Engagement Toolkit
 - Progress Tracking Sheet (customisable)
 - Ofsted EIF Mapping Guide (Intent, Implementation, Impact)

4.2 Compliance and Quality

- All materials will be aligned with:
 - Ofsted Education Inspection Framework (EIF)
 - Keeping Children Safe in Education (KCSIE)
 - IfATE standards
 - ESFA funding rules
- Annual updates will be available to ensure ongoing compliance.

4.3 Training Delivery

- Safeguarding & Prevent training will be tailored to each client's sector and delivery model.
- Training will be available in-person, virtually, or via eLearning.
- All trainers will have relevant subject expertise and current CPD.

4.4 Customisation

- Resources and training can be adapted to reflect the client's learners, staff, and organisational values.
- Bespoke packages may include assessor CPD, EPA readiness training, or additional policy alignment.

5. Quality Assurance

- All resources and training will undergo internal review before release.
- Feedback from clients will be used to improve content and delivery.
- CPD will be provided to staff involved in resource creation and delivery.

6. Client Responsibilities

- Provide accurate and timely information to enable tailoring of materials or training.
- Ensure organisational policies are shared where content needs to be context-specific.
- Use Cubitt Education Ltd materials in line with licensing and copyright agreements.

7. Intellectual Property

- All materials created by Cubitt Education Ltd remain the intellectual property of the company unless otherwise agreed in writing.
- Clients may use and adapt materials for their internal delivery but may not resell or distribute them to third parties.

8. Review

This policy will be reviewed annually or sooner if there are changes to apprenticeship standards, Ofsted/ESFA guidance, or client needs.

Document Control

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