Cubitt Education Ltd – Continuous Professional Development (CPD) Policy

Policy Owner: Cubitt Education Ltd
Approved by: Sadie Walters
Date: 19.08.2025
Review Date: 19.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to ensuring all staff have the skills, knowledge, and behaviours to deliver high-quality training, assessment, and learner support. We recognise that Continuous Professional Development (CPD) is essential for maintaining occupational competence, meeting regulatory requirements, and driving innovation in teaching and learning.

We aim to foster a culture of continuous learning where professional development is a shared responsibility between the organisation and its staff.

2. Purpose

This policy sets out how Cubitt Education Ltd:

- Supports staff in identifying and meeting their CPD needs.
- Ensures compliance with awarding body, Ofsted, and ESFA CPD requirements.
- Maintains high professional standards across all roles.
- Encourages reflection and evaluation of learning to improve practice.

3. Scope

This policy applies to:

- All employees (permanent and fixed-term).
- Freelance/associate trainers, assessors, IQAs, and subject specialists.
- Administrative and support staff involved in the delivery of qualifications and CPD.

4. CPD Objectives

Cubitt Education Ltd will:

1. Ensure staff remain occupationally competent in their subject areas.
2. Maintain compliance with awarding body and regulatory requirements for assessor, IQA, and teaching roles.
3. Develop staff knowledge in safeguarding, Prevent Duty, EDI, GDPR, and health & safety.
4. Equip staff with the skills to adopt new technologies and innovative teaching methods.
5. Promote reflective practice and peer learning.

5. CPD Requirements

Minimum CPD Hours

- All teaching, assessing, and IQA staff: Minimum 30 hours CPD per year (pro-rata for part-time staff).
- Administrative/support roles: CPD appropriate to their duties (no set minimum but recorded).
- CPD must be a mix of:
    - Subject-specific/occupational updates
    - Teaching, learning, and assessment practice
    - Regulatory/compliance training

Types of CPD Activities

- Attending external training, workshops, or conferences.
- Completing e-learning modules.
- Participating in standardisation meetings.
- Industry placements or shadowing.
- Peer observation and feedback.
- Research and self-directed learning.
- Professional networking and forums.

6. Identifying CPD Needs

- CPD needs will be identified through:
    - Annual appraisal and performance reviews.
    - Self-assessment and reflection.
    - IQA and EQA feedback.
    - Changes in qualification standards or sector requirements.

7. Recording CPD

- All CPD activities must be recorded in the Cubitt Education Ltd CPD Log (digital or paper-based).
- Records must include:
    - Date of activity
    - Type of CPD
    - Provider/source
    - Key learning outcomes
    - Impact on practice
- Staff must submit updated CPD logs annually for review by the Quality Manager/IQA.

8. Monitoring and Evaluation

- The Quality Manager/IQA will review CPD logs and discuss impact during appraisals.
- CPD activity will be evaluated for relevance, effectiveness, and value for money.
- Findings will feed into the Annual Quality Improvement Plan.

9. Support and Funding

- Where possible, Cubitt Education Ltd will fund or part-fund CPD that aligns with organisational needs.
- Staff may access study leave for qualifications relevant to their role.
- Free/low-cost CPD opportunities will be shared regularly.

10. Roles and Responsibilities

Managing Director / Quality Manager:

- Approve CPD budget and priorities.
- Ensure organisational CPD requirements are met.

Line Managers:

- Identify and agree CPD needs with staff.
- Support staff in accessing CPD opportunities.

Staff:

- Take responsibility for their own professional development.
- Keep CPD records up to date and reflect on learning outcomes.

11. Review of Policy

This policy will be reviewed annually or sooner if there are changes to awarding body or regulatory requirements.

Document Control
Version: 1.0
Date Approved: 19.08.2025
Review Date: 19.08.2026
Approved by: Sadie Cubitt