

CPD Policy

Acculearn Training Limited

T/A

Cranbrook College

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Reviewed: May 2025

1. Introduction

Cranbrook College is committed to maintaining high standards of teaching, learning, and assessment. This Continuing Professional Development (CPD) Policy outlines the expectations and procedures for the ongoing development of all staff involved in qualification delivery, assessment, and support services. The policy aligns with the requirements of awarding bodies including City & Guilds, Pearson, EAL, and BIIAB.

2. Aims of the CPD Policy

- Ensure all staff have the knowledge, skills, and confidence to meet the demands of their roles.
- Support compliance with current standards set by awarding organisations (City & Guilds, Pearson, EAL, BIIAB).
- Encourage reflective practice and a culture of continuous improvement.
- Promote learner success through up-to-date teaching, learning, and assessment practices.
- Ensure effective preparation for EQA, Ofsted, and other external monitoring visits.

3. Scope

This policy applies to all teaching staff, assessors, internal quality assurers (IQAs), administrative staff, and senior leadership team members at Cranbrook College.

4. CPD Requirements

All staff must complete a minimum of 30 hours of relevant CPD per year. CPD may include but is not limited to:

- Attendance at training events and conferences
 - Industry engagement and work placements
 - Participation in internal CPD sessions and standardisation meetings
 - Qualification updates from awarding bodies
 - Online courses, webinars, and e-learning

5. Recording and Monitoring CPD

Staff are responsible for maintaining their individual CPD logs using the college's approved CPD Record Template. CPD records must include evidence of activity, dates, and reflective impact. These will be reviewed annually during appraisals and may be requested during EQA visits. IQAs and Curriculum Leads will monitor compliance.

6. Roles and Responsibilities

- Staff: Engage with CPD proactively and maintain accurate records.
- Line Managers: Support staff development and ensure CPD records are completed.
- IQAs: Verify CPD relevance to assessment and internal quality assurance roles.
- SMT: Allocate time and resources for CPD activities and review annual CPD reports.

7. Quality Assurance and Compliance

Cranbrook College will ensure that CPD practices meet the quality requirements of City & Guilds, Pearson, EAL, and BIIAB. All awarding body updates and mandatory CPD sessions will be disseminated to staff and recorded as evidence of compliance.

8. Review and Updates

This policy will be reviewed annually or in response to updates from awarding bodies or regulatory requirements. Version control will be maintained, and all updated versions will be distributed to staff and uploaded to the college shared drive.

Approved by: Cranbrook College Senior Leadership Team
Next Review Date: May 2026

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