

## **Professional Development and CPD Policy**

**(Exemplary Version)**

**Version: April 2025 | Review Due: April 2026**

### **POLICY STATEMENT:**

#### **1. Vision and Strategic Purpose**

At Salt Training Ltd, CPD is not a compliance exercise but a strategic enabler of excellence. We view CPD as a key driver of learner outcomes, workforce confidence, teaching innovation, and sector reputation. It is embedded in our quality assurance framework, succession planning, and learner success strategy. This policy outlines our structured, inclusive, and ambitious approach to CPD, in line with the Education and Training Foundation (ETF) Professional Standards, Ofsted's Education Inspection Framework (EIF), and IfATE and ESFA expectations.

#### **2. Scope**

This policy applies to all:

- Tutors, assessors, coaches, and progress mentors
- Functional Skills and SEND specialists
- Curriculum and quality leads
- Learner support, safeguarding, and IAG staff
- Freelancers, subcontracted delivery personnel, and managers

#### **3. Key Objectives**

Salt Training Ltd aims to:

- Maintain professional competence and up-to-date sector knowledge
- Drive teaching excellence through evidence-informed pedagogy
- Promote inclusive and learner-centred delivery models
- Embed safeguarding, Prevent, and EDI through targeted CPD
- Support career progression and sector leadership

#### **4. What We Define as CPD**

Continuing Professional Development (CPD) refers to any structured activity that enhances knowledge, skills, behaviours, or confidence to improve learner outcomes and staff performance. CPD is:

- Purposeful
- Reflective
- Tracked and evaluated
- Individually and organisationally driven

#### **5. Core CPD Requirements**

**Policy Owner: Managing Director**

**Stage of Approval: Approved**

**Date of Review: April 2025**

All staff must:

- Complete a minimum of 30 hours of CPD annually (pro rata)
- Undertake mandatory training: safeguarding (KCSIE), Prevent Duty, EDI, GDPR/Data Protection, Health & Safety
- Participate in annual graded and ungraded teaching observations
- Complete self-reflection and learner feedback reviews
- Maintain a CPD log aligned with ETF Professional Standards and discuss at appraisal and termly reviews

## **6. Examples of CPD Activity**

- Accredited qualifications (e.g., Level 5 DET, IQA, ATS, coaching & mentoring)
- Awarding body and EPAO training
- Industry placements or site visits
- Curriculum design or assessment development work
- Peer observation and feedback
- Webinars, conferences, research participation
- Participation in Professional Learning Communities (PLCs)
- Digital and hybrid pedagogy development (Teams, VLE, e-portfolios)
- SEND, EDI, or trauma-informed teaching techniques

## **7. Inclusive CPD and Equity of Access**

Salt Training Ltd is committed to ensuring equitable access to CPD:

- CPD is accessible regardless of role, hours, contract type or location
- Adjustments are made for disability, neurodiversity, caring responsibilities, and work/life balance
- Staff are encouraged to shape their CPD around personal career goals as well as learner need

## **8. EDI, Safeguarding and Learner-Centred Practice**

CPD priorities include:

- Mental health awareness and trauma-informed support
- SEND-specific strategies and EHCP implementation
- Support for neurodivergent learners
- Cultural humility, inclusive language, and anti-discriminatory practice
- Online safeguarding and digital wellbeing

These themes are embedded into observation criteria, quality walkthroughs, and learner voice analysis.

## **9. Maintaining Industry Competence**

**Policy Owner: Managing Director**

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All vocational delivery staff must:

- Demonstrate current occupational competence through employer engagement, placements, or continued certification
- Undertake annual updates to maintain alignment with industry standards
- Collaborate with employers to shape curriculum and contextualise delivery

Industry competence is reviewed annually as part of the SAR and performance reviews.

## **10. Career Development and Progression**

Salt Training Ltd supports internal progression through:

- CPD pathways aligned to leadership, quality, and specialist roles
- Supported applications for QTLS, ATS, and professional body memberships (e.g., SET)
- Access to Ofsted nominee training, lead IQA roles, and curriculum lead responsibilities
- Coaching and mentoring schemes for new or aspiring managers

Career goals are explored during annual appraisals and termly 1:1s.

## **11. Planning, Support and CPD Champions**

- All new staff complete an induction CPD plan within 90 days
- Line managers hold termly development reviews and track CPD impact
- A named Head of Quality acts as the CPD Lead
- CPD Champions are appointed within teams to lead on peer development, innovation sharing, and practitioner-led improvement

## **12. Funding and Priority Areas**

Salt Training Ltd allocates a dedicated annual CPD budget. Priority areas include:

- Safeguarding and Prevent
- Digital pedagogy
- EDI and inclusive curriculum design
- Employer engagement and industry refreshers
- SEND and neurodiversity awareness
- Leadership and quality assurance

Staff may request CPD via line managers or submit proposals directly to the CPD Lead.

## **13. Freelance and Subcontracted Delivery Staff**

- Must provide annual CPD logs and evidence of occupational competence
- Are invited to attend Salt's CPD events and briefings
- Are included in CPD planning as part of subcontractor due diligence
- Must meet the same safeguarding, EDI, and curriculum expectations

**Policy Owner: Managing Director**

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#### **14. Monitoring, Impact and Benchmarking**

- CPD logs are triangulated with:
  - Learner outcomes and feedback
  - Observation grades and quality walkthroughs
  - Progression rates and retention trends
- CPD impact is analysed by the Head of Quality and reported to SLT
- Benchmarking is conducted using:
  - ETF CPD Toolkit
  - Ofsted EIF indicators
  - ESFA audit standards

Findings feed into the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

**Approved by:** Kurt Salter

**Position:** Managing Director

**Date:** April 2025



**Policy Owner:** Managing Director

**Stage of Approval:** Approved

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