Continuing Professional Development (CPD) Policy

V2.0

Introduction

This is version two of the CPD Policy and replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control.

Change history (V1.0)

Section	Change
All	Structural and formatting changes
Regulation	Added
Regulatory reference	Updated to reflect latest General Conditions of Recognition criteria

Scope

This policy applies to all approved SFEDI Awards centres and the staff who are involved in the delivery, assessment, and quality assurance of SFEDI Awards qualifications.

Definition

CPD is a structured learning process that aids in the updating of an individual's knowledge to ensure competence to practice, taking on board new knowledge, skills, and practical experience.

CPD covers a multitude of subjects and specialisms and so definitive lists of what should be included cannot be provided. An individual should consider the subject matters contained within the qualification(s) they are delivering, assessing and/or quality assuring as this will provide guidance on the types of subjects and specialisms to include when participating in the CPD process.

CPD is not just about the subjects being delivered within the qualification, it should take a more holistic approach to include delivery, assessment, and quality assurance practices so that not only is the knowledge of the subject being delivered up to date, but the individual is also continually improving their skills and abilities as a deliverer, assessor and/or quality assurer.

Examples

The following provides examples of CPD activities that an individual could undertake, this is by no means an exhaustive or prescriptive list as other methods may be more appropriate for the individual:

- Shadowing other staff
- Observing a visiting expert
- Carrying out action research
- Standardisation meeting activities
- Contributing to or reading professional publications
- Attendance at conference and training days

- Podcasts or other relevant online activities
- Peer to peer mentoring and support
- Undertaking relevant qualifications
- Delivery across a wide range of types of customers

Centre Responsibilities

SFEDI Awards views the CPD process as fundamental to support the quality of the learning journey provided to SFEDI Awards learners within our approved centre network.

Although it is an individual process and is the responsibility of all delivery, assessment, and quality assurance staff within the SFEDI Awards centre network, it is the responsibility of the centre's lead quality assurer (or head of centre) to ensure that the activities carried out by each individual are appropriate and evidenced.

SFEDI Awards do not dictate how this should be done. It is at the discretion of each centre as to whether this is a standalone procedure or whether it forms part of other processes such as appraisals and performance reviews.

Process

CPD is an ongoing process with individuals carrying out activities throughout the year. Records of these activities should be updated as a minimum of once a year but for those individuals who carry out multiple activities or roles it may prove beneficial to update the records more frequently to ensure that all relevant activities are recorded.

CPD is concerned with how the activity has supported the individual in the development of their own knowledge, skills, and abilities. Although SFEDI do not prescribe how CPD records should be structured we have found that a simple table with the following headings can help in the recording of the activities:
- Date activity took place
- Time spent on activity
- Description of activity
- How the activity has helped to further develop knowledge, skills and abilities
- How the development will be implemented in supporting the delivery of SFEDI Awards qualifications
- Further activities required

The lead quality assurer or head of centre should hold the following information, either hard copy or electronically, in relation to each person within the centre who is involved in the delivery, assessment or quality assurance of SFEDI Awards qualifications:
- Personal profiles and details of work history demonstrating skills, knowledge, experience and competence at an appropriate level
- Copies of all assessment and quality assurance certificates
- Copies of all occupational qualification certificates
- CPD records demonstrating how all members of the team have completed their CPD activities

Regulation

SFEDI Awards reviews centre staff CPD records at the point of approval and through the course of their quality monitoring interventions to ensure both SFEDI Awards and regulatory requirements are being met.

In addition to the above, individuals may be responsible for maintaining their CPD for the benefit of other regulators such as professional, statutory, and regulatory bodies and licence to practice qualifications.

Review Arrangements

We will review this policy as part of our annual self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, changes in legislation, or trends identified from previous allegations.

In addition, this policy may be updated considering operational feedback to ensure our arrangements for dealing with CPD remain effective.

If you would like to feedback any views, please contact us via the details provided at the end of this policy

Other Related SFEDI Policies and Documents

- Centre agreement
- Sanctions Policy

Controlled by: Quality Team	Created/Updated: January 2021	Review Date: January 2023	Version No: V2.0	Regulatory Reference(s): C2.1 – C2.3

Contact Us

If you have any queries about the content of this policy, please contact our customer service department.

SFEDI Awards, 53 Coniscliffe Road, Darlington DL3 7EH

customerservices@sfediawards.com

0845 224 5928

@sfediawards