

SPM Development Services Ltd

CPD and Training Policy

Reviewed and Updated: September 2025

Next Review: September 2026, or sooner if statutory guidance or awarding body requirements change.

Purpose

This policy sets out SPM Development Services Ltd's approach to Continuing Professional Development (CPD) and training. We recognise that tutors are self-employed and therefore responsible for maintaining their own professional practice. At the same time, SPM has a duty to ensure that all staff delivering services are appropriately trained in safeguarding, health and safety, and assessment practice where relevant.

Responsibilities

SPM Development Services Ltd will:

- Provide induction training to ensure all tutors are aware of SPM's safeguarding, health and safety, lone working and organisational policies.
- Provide mandatory safeguarding and Prevent training updates, and keep records of completion.
- Provide regular standardisation and quality assurance training for tutors who deliver and assess accredited qualifications.
- Keep staff updated on changes to statutory guidance or awarding body requirements.

Tutors are responsible for:

- Maintaining their own CPD and professional practice in line with their self-employed status.
- Completing all mandatory training provided by SPM, including safeguarding, Prevent and health and safety.
- Keeping their own CPD records and evidence of professional learning.
- Engaging with SPM's standardisation sessions where relevant.

Mandatory Training

All tutors must complete the following training:

- Safeguarding training at induction, with annual updates and formal refresher training every two years.
- Prevent awareness training. The DSL will also complete Prevent referrals training.

- Lone working and health and safety awareness.
- Standardisation training for tutors assessing qualifications.

Optional Development

SPM may provide or signpost optional CPD opportunities to support tutors' professional practice. This may include SEND awareness, inclusive teaching strategies, and supporting learner wellbeing. Tutors are encouraged to engage with these opportunities to strengthen their practice.

Recording and Monitoring

- Tutors must maintain their own CPD logs and be able to evidence ongoing professional learning.
- SPM will maintain records of completion of all mandatory training (safeguarding, Prevent, health and safety, standardisation).
- Records will be monitored as part of SPM's quality assurance processes.

Policy Review

This policy will be reviewed annually, or sooner if statutory guidance, commissioning authority or awarding body requirements change.