

SPM Development Services Ltd

CPD and Training Policy

Reviewed and Updated: September 2026

Next Review: September 2027, or sooner if statutory guidance or awarding body requirements change.

Approved by: Simon Piper-Masha

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 a minimum of three internal standardisation activities each academic year for tutors and assessors involved in OCN London qualification delivery and assessment.
- Keep staff updated on changes to statutory guidance or awarding body requirements.

Tutors are responsible for:

- Maintaining their own role-related CPD and professional practice in line with their self-employed status.
- Completing all mandatory training and policy updates required by SPM.
- Maintaining their own CPD records and providing updated CPD and training information to SPM annually.
- Participating in SPM's internal standardisation activities where they are involved in OCN London qualification delivery or assessment.

Mandatory Training

All tutors and mentors must complete:

- Safeguarding and Prevent training at induction, with formal refresher training at least every two years.
- An annual review of relevant Keeping Children Safe in Education updates in line with their role and responsibilities.
- Lone working and health and safety awareness.
- Any additional role-specific training required for their responsibilities.

Tutors and assessors involved in OCN London qualification delivery or assessment must also complete a minimum of three internal standardisation activities each academic year.

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 and mentors must maintain their own CPD records and provide SPM with updated CPD and training information annually.
- SPM will maintain records of mandatory safeguarding, Prevent, health and safety and role-specific training through its Single Central Record and staff training matrix.
- Attendance at internal standardisation activities will be recorded as part of SPM's quality assurance records.
- Training and CPD records will be reviewed to identify gaps, monitor compliance and inform future guidance, support or training.

Policy Review

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