



Vision
Training
North
East

Continuing Professional Development Policy

Signed:

L Bennett

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Last Review: December 2025



Policy Name	Continuing Professional Development Policy
Policy Owner	Quality Lead
Copy Type	External Copy

Approvals

First Approved	November 2014
Governance Approved	Y
SMT Approved	Y

Applicable To /Accessible By

Employees	✓
Learners/Apprentices	
Employers	
Website Access	

Reviews

Scheduled Review Cycle	Annual
Responsible Manager(s)	Quality Lead Welfare Lead
Last Review Date	December 2025
Next Review Due By	December 2026
Current Version Number	2.3



Continuing Professional Development Policy

1. Policy Statement

Vision Training (North East) Limited believes that highly skilled and motivated tutors, trainers and assessors are central to advancing skills development and ensuring effective learning and success for learners. The organisation aspires to a set of values that include:

- Inspiration, by challenging and supporting employees to be effective and confident practitioners
- Success, by continually improving the quality of programme delivery and support

The continued professional development (CPD) of all employees is a priority. This includes developing employee capability in response to employer needs, changes in local and national skills requirements, emerging industries and the expectations of awarding bodies and regulators.

Vision Training (North East) Limited recognises the following key principles of CPD:

- Professional development is a continuous process throughout a practitioner's working life
- Development targets should reflect employer needs, learner needs and individual employee goals
- Learning is most effective when it is integral to daily practice

CPD takes place at individual, team and whole-centre level, including through partnership working.

Vision Training (North East) Ltd considers that:

- A structured programme of CPD improves standards, morale, recruitment, retention and succession planning
- All employees, trainees and volunteers have an entitlement to equitable access to high-quality induction and continuing development
- Auditing employee development needs through performance management and quality processes is essential
- The focus of CPD is to improve teaching, learning, assessment, quality assurance, operational performance and the learner experience.

2. Purpose

Continuing Professional Development (CPD) enables employees to take ownership of their learning through ongoing reflection and action. It provides an opportunity to



review progress, explore career development, maintain professional expertise and respond to changes across the FE and skills sector.

This policy provides guidance to support employees in completing CPD, encourages self-directed development alongside company-provided activity and reinforces the expectation that tutors and trainers continually develop themselves and maintain accurate records of their learning.

3. Scope

All employees are required to continually develop their professional skills and knowledge relevant to their role. This includes:

- Improving pedagogical techniques and methodologies
- Staying updated with regulations, standards and awarding body requirements
- Maintaining knowledge of best practice, legal responsibilities, sector expectations and employer needs
- Enhancing digital capability, including effective use of technology for teaching, assessment, administration and blended delivery
- Understanding how to use digital tools and artificial intelligence (AI) safely, ethically and in line with organisational guidance
- Developing business awareness, market insight and employer relationship skills
- Strengthening understanding of Equality, Diversity and Inclusion to support inclusive and accessible learning.

All CPD will be supported by the following principles. Employees will:

- Be encouraged to develop their sector knowledge, skills, understanding and professional behaviours
- Have regular opportunities to discuss their development needs and aspirations
- Have responsibility for participating in CPD activities and contributing to their own career development
- Reflect on the impact of their CPD and identify how it improves practice and learner outcome.

4. Roles and Responsibilities

4.1 Operations Director

Responsible for:

- Sourcing and organising external training and shadowing opportunities
- Planning managers' development



4.2 Quality Lead & Quality Team

The Quality Lead is responsible for:

- Developing and organising in-house CPD with the management team and area leads
- Implementing an annual CPD training timetable covering teaching, learning, assessment, sector updates, performance and centre priorities
- Developing the annual standardisation timetable and monitoring its impact
- Coordinating and storing employee CPD evidence
- Monitoring CPD activities to ensure learning objectives meet employee, stakeholder and centre needs
- Monitoring the impact of CPD on practice and performance, not only participation
- Maintaining accurate records via the Training Matrix
- Monitoring SET registration for relevant employees.

The Quality Team is responsible for:

- Ensuring CPD evidence is available for EQA visits
- Ensuring training activities improve employee skills and performance
- Conducting bi-monthly audits of employee CPD records and addressing gap.

4.3 Business Support Lead

Responsible for CPD that develops the Business Support Team's sector expertise, skills and performance.

4.4 Line Managers

Line managers are responsible for:

- Checking team members CPDs for sufficiency of content, hours, timeliness and impact.
- Producing development plans and monitoring progress of team members
- Providing team development in team meetings
- Providing mentorship for team members

4.5 All Employees

All employees are responsible for:

- Their own CPD, including independent study/research.
- Recording and updating their proof of CPD on a monthly basis on the shared drive.



- Providing the Quality Lead and Line Managers with up-to-date proof of CPD on request.
- Participating in company CPD activities
- Reflecting on the impact of CPD and applying learning to practice.

4.6 Delivery Team

Are additionally responsible for:

- Maintaining SET membership
- Completing at least 50 hours CPD per year
- Completing at least 8 hours shadowing per role area per year
- Maintaining occupational competence in all delivery areas.

4.7 None Delivery Team

Are additionally responsible for:

- Completing at least 35 hours CPD per year.

Policy Implementation – Procedures

4.8 The company will:

- Provide formal and informal CPD opportunities
- Support CPD through mentoring, appraisals and 121 meetings
- Promote peer support, lesson and enrolment observations, coaching and mentoring
- Encourage self-directed development
- Ensure tutors and trainers maintain occupational or subject knowledge
- Maintain industry links for work shadowing, visits and employer engagement
- Provide opportunities to reflect on employer-based experience and evaluate impact
- Remain alert to social, political, technological and economic changes affecting teaching and learning
- Provide space for discussion on changes and their implications
- Develop teaching expertise for specific learner groups, including apprentices, SEND learners and hard to reach learners
- Ensure all delivery employees are up to date with safeguarding and Prevent requirements
- Strengthen employees capability in remote, digital and blended delivery
- Encourage the effective and safe use of digital tools and artificial intelligence (AI) whilst maintaining the integrity of teaching, learning and assessment.



- Support innovation through collaboration, action research and emerging technologies.

4.9 Tutors, assessors, trainers and business support will:

- Take responsibility for their own development
- Plan their career progression and identify effective CPD
- Set time aside for reflection and learning
- Extend CPD through coaching, mentoring, peer observation and digital learning
- Identify opportunities for curriculum development and learner-centred design
- Keep up to date with sector and vocational developments
- Trial new methods and review impact
- Share learning with colleagues
- Collaborate in action research where appropriate
- Focus on the impact of their practice on learners
- Support learners to monitor their progress
- Engage with professional networks, events and research
- Explore new assessment approaches
- Work with colleagues to share employer-related learning and measure its impact.

4.8.1 Responsible use of AI

All employees must:

- Understand the strengths, limitations and risks of AI tools used within teaching, learning, assessment or administration
- Use AI in a way that maintains academic integrity and does not replace professional judgement
- Ensure AI outputs are checked for accuracy, relevance and appropriateness before use
- Avoid entering personal or sensitive learner data into external AI systems
- Follow centre guidance on acceptable and prohibited uses of AI
- Support learners to understand when AI is or is not appropriate within their studies.

4.10 Society for Education & Training (SET)

All tutors and IQAs must maintain valid SET membership. Renewal confirmation must be provided to the Quality Lead and logged in the Training Matrix.

SET membership provides access to teaching materials, research and the Excellence Gateway. The Quality Lead will monitor available development opportunities and schedule relevant training.



COMMON ADDENDUM

POLICY REVIEW

The Policy & Procedure Lead is responsible for managing the annual review of the policy.

The manager(s) indicated on the first page are responsible for completing the annual review of the policy and communicating all necessary changes to the Policy and Procedure Lead. The owner will then sign off the policy once updates are complete.

The review can be delegated to another manager as part of their Professional development. However, the policy owner retains full responsibility for ensuring the policy:

- Complies with current legislation
- Meets the centre's responsibilities as
 - a lead independent training provider
 - a sub-contractor
 - a partner in line with funding and awarding bodies' requirements
- Supports stakeholders in implementing the policy effectively.

The Quality Lead ensures that all employees acknowledge policy updates through the Quarterly Policy Monitoring Form.

POLICY ACCESS, COMMUNICATION AND PROMOTION

Internal, all employees

All policies are accessible via the VTNE shared folder. Managers must communicate relevant policies to their teams and ensure employees:

- Read the policies during induction
- Receive guidance on responsibilities and implementation
- Receive necessary training, e.g. Health & Safety
- Sign to confirm their understanding

Policy updates are communicated via email, intranet, and team meetings.

The Data and ICT Lead ensures policies are accessible to learners and employers, either online or by request.



Promotion of the policy to learners and employers (where applicable)

Tutors: Ensure learners understand their responsibilities and deliver related activities (e.g., safeguarding, welfare).

Employer Engagement Lead: Promotes relevant policies to employers and ensures they understand their responsibilities.

Monitoring and Reporting

Line managers monitor policy compliance within their teams and address any issues as they arise. Employees have a clear process for reporting any concerns, which should be communicated by line managers.

1. DEFINITIONS FOR POLICY PURPOSES

Please note that not all terms may be used within this policy.

Candidate(s): A person individual who has expressed an interest in a programme with Vision Training (North East) Limited but is not yet registered.

Learner(s): A registered learner on a short course or an apprentice learner registered on an apprenticeship with Vision Training (North East) Limited or a partner college.

Employer(s): The employer of a registered learner or candidate.

Employee(s): A person employed by Vision Training (North East) Limited.

The Centre: Vision Training (North East) Limited's Training Centre in Stockton-on-Tees and any current satellite offices.

Stakeholders: A member of one or more of the above groups relevant to the policy.