



Continuing Professional Development (CPD) Policy

Creative Consulting and Training Ltd

Last Updated: *01 April 2026*

Approved By: *Olushola Isaac, Director*

1. Purpose

Creative Consulting and Training Ltd ("Creative", "we", "our", or "us") is committed to maintaining high standards of professional competence, knowledge, skills, and service delivery across all areas of the organisation.

This Continuing Professional Development (CPD) Policy outlines our commitment to supporting the ongoing learning and professional development of employees, trainers, associates, consultants, and contractors to ensure they remain competent, effective, and up to date with industry best practice, regulatory requirements, awarding body standards, and developments within their professional disciplines.

2. Scope

This policy applies to:

- Employees
- Trainers and facilitators
- Associate consultants
- Contractors delivering services on behalf of the organisation
- Managers and directors

3. Policy Statement

Creative Consulting and Training Ltd recognises that continuous learning is essential to maintaining service quality, professional credibility, learner satisfaction, and compliance with awarding body and contractual requirements.



We are committed to:

- Encouraging lifelong learning and professional growth
- Supporting staff in maintaining and enhancing professional competence
- Promoting reflective practice and knowledge sharing
- Ensuring trainers remain current in their subject specialisms
- Maintaining compliance with awarding body, industry, and regulatory requirements
- Reviewing CPD activities annually as part of organisational quality assurance processes

4. CPD Activities

CPD may include, but is not limited to:

- Formal training courses
- Professional certifications and re-certifications
- Awarding body updates and webinars
- Industry conferences and seminars
- Professional networking events
- Self-directed learning and research
- Reading professional publications and guidance
- Participation in working groups or communities of practice
- Coaching and mentoring
- Internal training sessions
- Teaching, presenting, or facilitating learning activities
- Reflective practice and lesson learned reviews



5. CPD Requirements

All staff involved in training delivery, quality assurance, learner support, or management activities are expected to undertake relevant CPD each year.

CPD activities should:

- Be relevant to the individual's role and responsibilities
- Support professional competence and effectiveness
- Contribute to organisational objectives and service quality
- Address any identified development needs

Staff are encouraged to maintain evidence of CPD activities undertaken throughout the year.

6. CPD Planning and Review

The organisation will:

- Identify professional development needs through regular discussions and performance reviews
- Encourage individuals to establish annual development objectives
- Monitor participation in CPD activities
- Review CPD records and achievements annually
- Consider changes in legislation, awarding body requirements, contractual obligations, technology, and industry practice when identifying development priorities

The annual review process will consider:

- CPD activities completed
- Skills and knowledge gained
- Impact on performance and service delivery
- Future development requirements



7. Responsibilities

Management Team

- Promote a culture of continuous improvement and learning
- Support staff participation in CPD activities where appropriate
- Monitor compliance with this policy
- Review CPD records annually

Employees, Trainers and Associates

- Take responsibility for their own professional development
- Participate in relevant CPD activities
- Maintain records of significant CPD undertaken
- Share learning and best practice where appropriate

8. Record Keeping

Creative Consulting and Training Ltd will maintain records of significant CPD activities undertaken by staff, trainers, and associates where appropriate.

Records may include:

- Training attendance certificates
- Professional certification records
- Webinar and conference attendance
- CPD logs
- Reflective learning notes
- Professional membership records



9. Quality Assurance

CPD activities form part of the organisation's quality assurance and continuous improvement framework.

Information gathered through CPD reviews may be used to:

- Improve training delivery
- Enhance learner support
- Strengthen quality assurance processes
- Inform workforce development planning
- Support compliance with awarding body and contractual requirements


10. Equality, Diversity and Inclusion

Access to CPD opportunities will be provided fairly and equitably. The organisation will seek to ensure that employees and associates are not disadvantaged in accessing professional development opportunities.

11. Monitoring and Review

This policy will be reviewed annually or sooner if changes in legislation, awarding body requirements, contractual obligations, or organisational needs require amendment.

Approved By:

Signed by:

04F435BC8B4446B...

Olushola Isaac

Director

Creative Consulting and Training Ltd