



Continuing Professional Development (CPD) Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Version: 1.0

Effective Date: 8 January 2026

Review Date: Annually

1. Policy Statement

Gtec Media Limited is committed to promoting a culture of continuous professional development (CPD) across all areas of the organisation.

The company recognises that ongoing learning and skills development are essential to maintaining high standards of service delivery, safeguarding learners and clients, ensuring compliance with legislation and industry standards, and supporting continuous organisational improvement.

We are committed to ensuring that all staff, contractors, tutors and associates have access to appropriate development opportunities relevant to their roles and responsibilities.

2. Scope

This policy applies to all individuals working on behalf of Gtec Media Limited including:

- Employees
- Directors
- Tutors and trainers
- Freelancers and associates
- Contractors and consultants
- Volunteers where applicable

The policy applies across all organisational activities including:

- Adult Skills and Learning provision
- Digital inclusion programmes
- Online learning delivery
- IT support services
- Website and digital systems support
- Digital marketing and SEO services
- Research and consultancy services

3. Objectives

The objectives of this policy are to:

- Maintain and improve professional standards
- Ensure staff remain up to date with legislation, guidance and industry developments
- Improve quality of teaching, learning and support
- Enhance safeguarding, Prevent and learner welfare awareness
- Promote innovation and continuous improvement
- Support career progression and personal development
- Ensure compliance with contractual and regulatory obligations

4. CPD Activities

Continuing Professional Development may include, but is not limited to:

- Formal training courses
- Online learning and webinars
- Industry conferences and seminars
- Professional certifications
- Safeguarding and Prevent training
- Equality, diversity and inclusion training
- Cyber security and data protection training
- Peer learning and mentoring
- Research and self-directed learning
- Attendance at networking or professional events
- Reviewing legislation, guidance and best practice publications
- Practical work-based learning and reflective practice

5. Annual CPD Process

Gtec Media Limited operates an annual CPD management process which includes:

5.1 Identification of Development Needs

Professional development needs are identified through:

- Annual reviews
- Service delivery requirements
- Changes in legislation or funding requirements
- Learner feedback

- Quality assurance activities
- New technologies or industry developments

5.2 CPD Planning

Relevant CPD activities are planned annually to ensure staff maintain appropriate knowledge, skills and competencies.

5.3 Recording and Monitoring

Staff are expected to maintain records of completed CPD activities where appropriate.

The organisation maintains oversight of mandatory and role-specific training including:

- Safeguarding
- Prevent
- Health and Safety
- Data Protection
- Cyber Security
- Equality and Diversity

5.4 Evaluation

The effectiveness of CPD activities will be reviewed through:

- Feedback
- Observation and supervision
- Service quality monitoring
- Learner outcomes
- Operational performance

6. Responsibilities

Directors and Management

Management are responsible for:

- Supporting a culture of continuous improvement
- Identifying training requirements
- Monitoring compliance with mandatory training
- Reviewing CPD activity annually

Staff and Associates

Individuals are responsible for:

- Participating in relevant CPD activities
- Maintaining professional standards
- Applying learning to their role

- Keeping mandatory training up to date

7. Equality and Accessibility

Gtec Media Limited is committed to ensuring that CPD opportunities are provided fairly and without discrimination.

Reasonable adjustments will be considered where required to ensure accessibility and inclusion.

8. Monitoring and Review

This policy will be reviewed annually or earlier where:

- Legislation changes
- Funding or contractual requirements change
- Operational needs require amendment
- Best practice guidance is updated

9. Related Policies

This policy should be read alongside:

- Safeguarding Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Data Protection Policy
- Prevent Policy
- Staff Code of Conduct
- Quality Assurance Procedures