



TRAINING FOR
ELECTRICIANS LTD



PROFESSIONAL DEVELOPMENT POLICY

(CONTINUING PROFESSIONAL
DEVELOPMENT – CPD)

2026



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1. Purpose and Intent

Training for Electricians Ltd recognises that high-quality apprenticeship and vocational training depends on the continuous professional development (CPD) of its staff. This policy sets out how Training for Electricians ensures that all staff maintain and develop the knowledge, skills, behaviours, occupational competence, and professional practice required to deliver outstanding training, assessment, and learner support.

This policy aligns with the expectations of Ofsted, City & Guilds, the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA), and supports continuous improvement across teaching, learning, assessment, safeguarding and quality assurance.

2. Scope

This policy applies to:

- Tutors, trainers and instructors
- Assessors and Internal Quality Assurers (IQAs)
- Safeguarding and learner support staff
- Operational and management staff involved in delivery
- Directors with oversight of education and training

3. Principles of Professional Development

Training for Electricians Ltd is committed to ensuring that CPD:

- Improves the quality of teaching, learning and assessment
- Maintains occupational competence and industry currency
- Supports compliance with awarding body and funding requirements
- Reflects individual, organisational and sector-wide priorities
- Promotes reflective practice and continuous improvement

CPD is viewed as a continuous, planned and evaluative process, not a one-off activity.

4. Governance and Accountability

4.1 Board of Directors

The Board of Directors is responsible for:

- Approving the CPD strategy and policy
- Ensuring sufficient resources are allocated to staff development
- Monitoring the impact of CPD on learner outcomes and quality

4.2 Management Responsibilities

Managers are responsible for:

- Identifying CPD needs through appraisal and performance review
- Ensuring staff access appropriate CPD opportunities
- Monitoring participation and impact
- Ensuring compliance with awarding body requirements

5. Identification of CPD Needs

CPD needs are identified through:

- Staff induction and probation processes
- Annual appraisal and performance review
- Observation of teaching, learning and assessment (OTLA)
- Internal Quality Assurance activity
- Changes to standards, qualifications or funding rules
- Learner, employer and stakeholder feedback

CPD priorities are aligned to the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

6. Types of CPD

CPD may include, but is not limited to:

- Industry updating and site-based experience
- Awarding body standardisation and training
- Teaching, learning and assessment development

- Safeguarding and Prevent training
- Equality, diversity and inclusion training
- Internal training, mentoring and coaching
- Professional qualifications and accreditation

Both formal and informal learning activities are recognised.

7. Occupational Competence and Currency

Training for Electricians Ltd ensures that staff involved in delivery and assessment:

- Maintain occupational competence relevant to the standards delivered
- Evidence industry currency through CPD logs and reflective accounts
- Update knowledge in response to regulatory, technical or legislative change

Where required, staff undertake periodic industry placement or updating activities.

8. Recording, Monitoring and Evaluation

All staff are required to:

- Maintain an up-to-date CPD log
- Reflect on the impact of CPD on professional practice

TFE monitors CPD through:

- CPD records and logs
- Appraisal reviews
- Quality assurance activity
- Impact evaluation linked to learner outcomes

9. Dissemination of Good Practice

Training for Electricians Ltd promotes a culture of shared learning.

Staff are expected to:

- Share learning from CPD activities with colleagues
- Contribute to internal training and standardisation
- Support mentoring and coaching of peers and apprentices

10. Equality and Access to CPD

Training for Electricians Ltd ensures that:

- All staff have equitable access to CPD opportunities
- CPD provision reflects equality legislation and inclusive practice
- No staff member is disadvantaged due to protected characteristics

11. Review and Continuous Improvement

This policy is reviewed:

- Annually
- Following changes to awarding body, Ofsted or funding requirements
- In response to internal or external quality review outcomes

12. Approval and Review

Approved by: Board of Directors, Training for Electricians Ltd

Next Review Due: January 2027

Revision Tracking Record

Version	Date	Author/Editor	Summary of Changes	Approved By
1.0	08/01/2026	H. Strickland	Initial policy issue	Director