

## **CPD Policy**

Reviewed February 2026

### **PART ONE**

#### **General Statement of Policy, Duties & Responsibilities**

##### **1.1 Policy Statement**

Vertex Learning Hub is committed to the delivery, promotion and continuous improvement of high-quality Continuing Professional Development (CPD). The organisation recognises CPD as a vital element in supporting professional competence, career progression and lifelong learning.

This CPD Policy sets out the principles, standards and procedures that govern the design, delivery, monitoring and certification of CPD activities offered by Vertex Learning Hub. The policy ensures that CPD provision is relevant, accessible, ethical and aligned with recognised CPD standards and good practice.

This policy applies to all CPD programmes, short courses, workshops, seminars, online learning and professional training activities delivered by Vertex Learning Hub.

##### **1.2 Aims of the Policy**

The policy aims to:

- Ensure CPD activities are of high quality and professional relevance
- Support learners in maintaining and enhancing professional competence
- Ensure CPD provision is planned, structured and outcome-focused
- Maintain the integrity and credibility of CPD certification
- Promote continuous improvement in CPD delivery

### **PART TWO**

#### **Principles of CPD at Vertex Learning Hub**

Vertex Learning Hub is committed to ensuring that CPD provision:

- Is relevant to professional practice and current industry standards
- Has clearly defined learning objectives and outcomes
- Is accessible and inclusive
- Encourages reflective learning and application in practice
- Is delivered by suitably qualified and experienced tutors

### **PART THREE**

#### **CPD Programme Design and Delivery**

##### **3.1 CPD Design**

All CPD activities will:

- Have clear aims, learning outcomes and content outlines
- Specify the number of CPD hours or credits
- Be appropriate to the target audience
- Reflect current legislation, regulation or professional practice where relevant

### 3.2 Delivery Methods

CPD may be delivered through:

- Face-to-face training
- Online or virtual learning
- Blended learning approaches
- Workshops, seminars or webinars

## **PART FOUR**

### **Learner Engagement and Participation**

#### 4.1 Learner Responsibilities

Learners undertaking CPD are expected to:

- Actively participate in CPD activities
- Complete required learning hours
- Engage in reflective learning where required
- Comply with attendance and behaviour expectations

#### 4.2 Attendance and Completion

- CPD certificates will only be issued where participation and completion requirements are met
- Minimum attendance requirements will be communicated at enrolment
- Partial attendance may result in a Certificate of Attendance rather than Completion

## **PART FIVE**

### **CPD Certification**

#### 5.1 Certification Standards

Vertex Learning Hub will ensure that CPD certificates:

- Clearly state the course title and content
- Include the number of CPD hours or credits
- Confirm the learner's name and completion date
- Reflect the level of participation achieved

#### 5.2 Issuing Certificates

- Certificates are issued following successful completion of CPD requirements
- Records of CPD certification are retained securely
- Replacement certificates may be issued at the centre's discretion

## **PART SIX**

### **Quality Assurance and Monitoring**

Vertex Learning Hub will:

- Monitor learner feedback and evaluation
- Review CPD content regularly to ensure relevance and accuracy
- Ensure tutors maintain appropriate professional competence
- Use feedback to inform continuous improvement

## **PART SEVEN**

### **Complaints and Appeals**

Any concerns relating to CPD delivery or certification may be raised through the centre's Complaints or Appeals Policies.

## **PART EIGHT**

### **Monitoring and Review of the Policy**

- This policy is reviewed annually or sooner if required by CPD standards or organisational change

We are committed to delivering meaningful, high-quality CPD that supports professional growth and excellence.

Approved by Vertex Learning Hub Management

Signed: \_\_\_\_\_

(Director / Head of Centre)

Date: \_\_\_\_\_