Trainer Competence & CPD Policy

Reviewed: February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub is committed to ensuring that all trainers, tutors, assessors, and learning facilitators are competent, qualified, and professionally current in order to deliver high-quality learning experiences. This Trainer Competence & Continuing Professional Development (CPD) Policy sets out how the organisation ensures staff competence, supports ongoing professional development, and maintains compliance with CPD standards, awarding organisation requirements, and sector best practice.

Trainer competence and CPD are viewed as essential to safeguarding the quality of teaching, learning, and assessment. Vertex Learning Hub promotes a culture of reflective practice, continuous learning, and professional growth.

This policy applies to all permanent staff, associate trainers, freelance tutors, assessors, and internal quality assurance staff involved in learning delivery or assessment.

This policy will be reviewed annually or sooner in response to changes in legislation, CPD requirements, awarding body standards, or organisational need.

1.2 Aims of the Policy

The aims of this policy are to:

• Ensure all trainers are competent, suitably qualified, and occupationally current;

• Promote high standards of teaching, learning, and assessment;

 • Ensure compliance with CPD and awarding organisation requirements;

• Support continuous professional development and reflective practice;

 • Maintain consistency and quality across all learning programmes.

PART TWO

Trainer Competence

2.1 Minimum Competence Requirements

Vertex Learning Hub will ensure that all trainers and assessors:

• Hold appropriate subject-specific qualifications or demonstrable vocational competence;

• Have relevant and current occupational experience where required;

• Hold or be working towards appropriate teaching, training, or assessing qualifications (where applicable);

• Have a clear understanding of their role, responsibilities, and programme requirements;
• Are familiar with Vertex Learning Hub policies and procedures.

Evidence of competence may include qualifications, professional registration, CVs, references, and records of experience.

2.2 Occupational Currency

To ensure learning remains relevant and up to date, trainers must:

• Maintain current knowledge of their subject area;

• Keep up to date with sector developments, legislation, and best practice;

• Engage with professional networks, research, or industry activity where appropriate.

Occupational currency will be reviewed as part of CPD planning and quality assurance processes.

PART THREE

Continuing Professional Development (CPD)

3.1 CPD Commitment

Vertex Learning Hub is committed to supporting meaningful CPD that enhances professional practice and learner outcomes. CPD is defined as any learning activity that contributes to improved performance, knowledge, skills, or understanding.

3.2 CPD Expectations

All trainers and assessors are expected to:

• Engage in regular CPD relevant to their role and subject area;

• Complete a minimum level of CPD activity annually (as defined by CPD or awarding body requirements);

• Reflect on CPD activity and its impact on practice;

• Maintain accurate CPD records.

3.3 Types of CPD

CPD activities may include:

• Formal training courses and qualifications;

• Attendance at workshops, seminars, and conferences;

• Standardisation and team meetings;

• Peer observation and mentoring;

• Research, reading, and professional updates;

• Reflective practice and self-directed learning.

PART FOUR

Monitoring and Quality Assurance

4.1 CPD Recording and Evidence

Vertex Learning Hub will:

• Maintain CPD records for all trainers;

• Require trainers to evidence CPD activity and reflection;

• Review CPD records during appraisal, supervision, or quality review;

• Ensure CPD aligns with organisational and learner needs.

4.2 Observation and Review

Trainer competence will be monitored through:

• Observation of teaching, learning, and assessment;

• Learner feedback;

• Assessment and IQA activity;

• Performance review and supervision.

Support and development actions will be identified where required.

PART FIVE

Roles and Responsibilities

5.1 Director / Centre Lead

The Director or Centre Lead is responsible for:

• Ensuring this policy is implemented;

• Ensuring adequate resources for staff development;

• Monitoring overall trainer competence and CPD compliance;

• Approving staff development plans.

5.2 Quality Lead / Internal Quality Assurer (IQA)

The Quality Lead or IQA is responsible for:

• Supporting standardisation and consistency;

• Identifying development needs through quality assurance;

• Providing developmental feedback to trainers;

• Contributing to CPD planning.

5.3 Trainers and Assessors

Trainers and assessors are responsible for:

• Maintaining their own competence and CPD;

• Engaging in professional development;

• Applying learning to improve practice;

• Keeping accurate CPD records.

PART SIX

Policy Review and Communication

This policy will be:

• Communicated to all staff and associates;

• Made available on request;

• Reviewed annually;

• Updated in response to internal review, external audit, or changes in CPD or awarding body requirements.

Approved by Vertex Learning Hub Management

Signed: _____

(Director / Centre Lead)

Date: _____