



# Continuing Professional Development (CPD) Guidance

Most recent update: 11 February 2026

The Skills and Employment Service is committed to supporting Continuing Professional Development (CPD). The current minimum teaching standard to deliver non-accredited courses is the Award in Education and Training (AET) or equivalent. To deliver funded accredited courses tutors must hold - or be working towards - the Certificate in Education and Training (CET) or equivalent.

Your line manager will discuss any specific staff development needs through the performance management process (one-to-one meetings, Play Your Part meetings etc.)

All Cheshire West and Chester Council tutors are required to complete the mandatory corporate training modules on the Learning Hub platform. For the year 2025/2026 these are:

- Introduction To Health and Safety
- Fire Awareness
- UK Data Protection

Adult learning tutors are also required to hold up to date training certificates in Safeguarding, the Prevent duty and Equity, Diversity and Inclusion. These should be updated every two years. Completed training is monitored by Skills and Employment staff who issue reminders when necessary.

For new adult learning tutors, the Skills and Employment Service offers the following training and services:

- IAG progression and referral links across partner providers
- specific short CPD training e.g. SMART targets
- curriculum specific peer support between tutors across partner providers
- support with the integration of English and maths into the curriculum
- observations of Teaching, Learning and Assessment on request (in addition to established cycle of observations)
- assessments and internal verification CPD through peer review

Training for assessment and verification is available for new tutors/assessors through mentoring or shadowing with an experienced colleague. Tutors will be inducted and introduced to the relevant systems and processes and supported through ongoing mentoring, as a minimum throughout their first year.

Ongoing quality monitoring and tutor feedback determines the need for new or refresher training throughout the academic year. The quality team provides a summer curriculum of CPD events covering topics such as safeguarding, reasonable adjustments, cultural awareness and supporting the wellbeing of younger learners. Alongside this, tutors are expected to undertake individualised CPD relevant to the subjects they teach (for example, English, maths and IT).





All tutors are invited to attend the Internal Quality Assurance meetings as part of ongoing CPD. Dependant on teaching commitments, IQA attendance is optional. Tutors submitting courses for IQA review will be given feedback – for example on assessment methods and evidence gathered – to enable future development.

Please request any training needs through the Quality team via your manager.

There is an application form on our Resources page so you can request funding to support CPD. Please discuss the business case for this with your line manager prior to any submission to SEMT.

