

Continuous Professional Development (CPD) Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1	October 2015	
2	April 2026	Fully revised document: strategy and procedure removed and replaced with guidance; terminology updated and rebranded to UHI Perth; obsolete references removed; CPD terms and conditions added; clarification of pro-rated entitlement, protected characteristics, and training agreement repayment options.

Title: Continuous Professional Development Policy
Version/Status: V2/final
Approved by/Date: PLG/23 June 2026
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Lead Author: HR and OD Manager
Lead Editor:
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Continuous Professional Development (CPD) Policy

1. Purpose

UHI Perth recognises that staff are central to achieving its vision and strategic aims and is committed to supporting their personal and professional development.

UHI Perth aims to attract, retain and develop high-quality, creative staff who can meet students' evolving educational needs.

UHI Perth is committed to lifelong learning and encourages staff to view development as continuous.

UHI Perth will ensure that all CPD activity is effectively managed, implemented and monitored to support this purpose.

2. Scope

CPD will be undertaken by all staff within UHI Perth.

Where possible CPD is tailored to the role of the staff member and is identified in the planning processes and/or through annual professional reviews.

In addition, all staff members will undertake mandatory training including Equality and Diversity, Safeguarding, Health and Safety, Data Protection, Freedom of Information, Bullying and Harassment and Stress Management.

UHI Perth also offers CPD that is either tailored to specific staff groups or free and open to all staff.

Access to CPD opportunities, information, advice and support will be available to all staff, with no restrictions applied based on any protected characteristic. Where appropriate, targeted opportunities may be made available to groups who have a history of underrepresentation. This is known as a positive action initiative.

CPD activities will be offered as a minimum on a pro rata basis to part-time staff, however, this does not restrict part time staff from applying to undertake more CPD activities.

For more details please refer to the CPD guidance and Training Agreement form available on [PerthHub, Human Resources, Training and Development](#).

3. Definitions

CPD – Continuous professional development is ongoing learning throughout a career to enhance the skills and knowledge needed for current and future roles. CPD should be a planned and structured process that identifies development needs and tailors training to meet them. It is based on the principle that staff development does not end after initial qualification, particularly in a fast-changing environment where skills can quickly become outdated. CPD requires commitment and resources from both the employee and the employer.

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Learning Representative – A staff member, belonging to a recognised trade union and appointed by the trade union, or a non-trade union staff member nominated by staff. The Learning Representative supports staff through the CPD process and advises management on the development of the CPD Policy.

The UHI Perth HR System - Enables users to view and amend certain HR data within their own records, or those they line manage. It also enables staff to request attendance at internal and external CPD events.

Key Principles

1. Planning

CPD is informed by:

- UHI and UHI Perth Strategic and Operational Planning.
- Annual Professional Reviews.

2. Resources

CPD budget – UHI Perth has a central CPD budget managed by the HR Department. Identified CPD needs, ranging from attendance at training events to undertaking master's qualifications, will be prioritised according to the strategic direction of the College, and assessed as either essential, required or desirable. Please refer to the CPD Guidance for further details.

There is also a central UHI staff development budget which staff can apply to for funding. This supports staff undertaking qualifications which contribute to higher education delivery.

CPD days per year – UHI Perth commits to a staff entitlement of 6 CPD days per year as a minimum (pro rata for part-time staff).

Sharing of CPD activities – CPD activities are shared across the UHI network. This includes subject network and faculty events, UHI conferences and networking activities, access to some academic partner CPD events, cross UHI Video Conferencing (VC) events and sharing good practice events.

UHI Perth is a member of the College Development Network (CDN). Staff can participate in shared CPD activity across the sector with the appropriate approvals.

3. Methods

CPD activities will be undertaken by attending formal training courses and conferences and undertaking qualifications.

CPD activity will also encompass a range of other methods including, but not limited to, mentoring, coaching, secondments, sabbaticals, self-directed study, experiential exchanges, industrial updating, learning opportunities on the job, and on-line training.

4. CPD approval

CPD activities must be logged on the HR System for line management approval. For CPD with a cost, line management and secondary budget approval from HR/Senior Leadership Team (SLT) is required. Please refer to the CPD Guidance for further details.

5. Terms and Conditions for CPD

UHI Perth will provide funding where possible for staff to undertake relevant qualifications or training courses (with the exception of a TQFE, please refer to the CPD Guidance).

Employees must attend and complete the course or training to the best of their ability, and provide updates as required. Upon completion employees must submit copies of relevant certification, qualifications and results to HR.

Where funding is provided, employees must sign a training agreement (available on [PerthHUB](#)) prior to commencing training. This agreement will confirm that, depending on the circumstances noted below, they will repay some or all of these costs.

If an employee leaves UHI Perth, or are dismissed for any reason other than compulsory redundancy or incapacity, prior to completing the training/course and:

- UHI Perth is committed to paying some or all training costs
- UHI Perth is unable to reclaim some or all costs from the provider

then they will be required to repay any costs which cannot be reclaimed, up to 100% of the total cost.

If an employee resigns from their employment at UHI Perth or are dismissed for any reason other than compulsory redundancy or incapacity after completion of the training/course, the amount to be repaid will reduce over time as follows:

From date of completion:

Less than 6 months	100% of training costs
Between 6 and 12 months	75% of training costs
Between 12 and 18 months	50% of training costs
Between 18 and 24 months	25% of training costs

The sum repayable will be calculated by reference to the last day of employment.

Working examples:

An employee completes a training course costing £2,000.

- They resign 4 months after completion.
- This falls within less than 6 months.

Repayment required:
100% of £2,000 = £2,000

An employee completes a training course costing £1,200.

- They resign 10 months after completion.
- This falls between 6 and 12 months.

Repayment required:
75% of £1,200 = £900

An employee completes a training course costing £3,000.

- They leave 16 months after completion.
- This falls between 12 and 18 months.

Repayment required:
50% of £3,000 = £1,500

HR will communicate the total amount owed for training, if any, as part of an employee's leaver confirmation letter. The amount will typically be deducted from the final salary, including voluntary severance payments. Lawful consideration will be given should it be determined this deduction will take the employees pay below minimum wage. Departing employees who are concerned that repayment could cause financial difficulty should contact HR to discuss alternatives, however final decisions on repayment are made by the SLT.

Where an employee is unable to commence or complete the training/course for reasons other than those noted, the HR department must be informed. SLT will then determine whether the training costs will be reclaimed. Mitigating circumstances will be considered, including those related to protected characteristics, to ensure a fair and equitable process.

Please refer to the CPD guidance on [PerthHUB](#) for further details.

6. Responsibilities

The Depute Principal is responsible for the implementation, operation and revision of this policy.

It is the responsibility of all managers within UHI Perth to ensure that their employees' CPD needs are identified and supported to meet the aims of UHI Perth.

All managers have a responsibility to ensure that they apply the policy appropriately in line with guidance.

All staff members have a responsibility to ensure they undertake continuous professional development and evaluate the CPD opportunities supported and funded by UHI Perth. Staff will be supported in the CPD process by managers, Learning Representatives and the HR Department.

The Risk and Project Officer is responsible for the quality checking of this policy and for posting onto the website.