

Training & Development

including CPD & Induction

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Introduction

At BrisDoc, we are committed to the continuous growth and development of our co-owners. We believe that high-quality training, learning, and professional development are essential for delivering safe, effective, and compassionate care. This combined policy brings together our approach to training – both mandatory and role-specific – and our support for continuing professional development (CPD) and appraisal for all co-owners, including those in professionally regulated roles.

We recognise that learning does not end at induction or with compliance training. Our commitment is to foster a learning culture where co-owners are supported to develop their skills, meet professional standards, grow in their roles, and progress in their careers.

Purpose and Scope

This policy sets out the framework for:

- Core training and induction for all co-owners.
- Mandatory and statutory training requirements.
- Access to wider learning and development opportunities.
- Support for CPD and revalidation, particularly for regulated professionals.
- Fair, transparent processes for requesting funded training and development activities.

This policy applies to all BrisDoc co-owners – permanent, fixed-term, part-time, bank, and zero hours – across clinical and non-clinical roles. It is especially relevant for those whose roles require professional registration with bodies such as the GMC, NMC, HCPC, GPhC or SWE.

The policy does not apply to self-employed colleagues or those on an honorary contract with BrisDoc.

Our Commitment to Learning and Development

We will provide all co-owners with a thorough induction into their role and responsibilities, along with access to the statutory and mandatory training needed to operate safely and legally within their environment. In addition, BrisDoc actively encourages further development that aligns with service needs, career progression and professional regulation.

We understand that people learn in different ways and at different paces. Our approach values formal learning alongside experiential, reflective and peer-based methods. Wherever possible, we will embed learning into day-to-day work, supervision, team discussions and quality improvement activities.

Definitions and Terms Used

- **Statutory and Mandatory Training (Stat/Man):** All co-owners are required to complete a set of statutory and mandatory training modules appropriate to their role. Statutory training is required by the NHS at a national level, and mandatory training is required by BrisDoc at a local level. These cover areas such as safeguarding, health and safety, fire awareness, infection prevention and information governance.

This training ensures we meet our legal obligations and maintain a safe environment for patients, the public and our teams.

- **CPD:** CPD stands for Continuing Professional Development and is the term used to describe the learning activities that professionals engage in to develop and enhance their abilities. CPD is a holistic approach towards the enhancement of personal skills and proficiency throughout a professional's career. Some CPD is regulated by statutory bodies, some is required for professional registration or professional membership, and some is advisory.
- **CPD leave:** Formerly named 'study leave', CPD leave replaces this term. CPD leave is offered to co-owners working in a role that is regulated by a professional body and for which they must demonstrate continuing professional development. This policy outlines a CPD leave offer for these roles.
- **Development activity:** Activities that enable and promote skills development for the co-owner – this includes but is not limited to training courses, workshops, receiving coaching, and webinars. These activities can be internally or externally provided. Conferences are not included in the definition of a development activity.

Statutory and Mandatory Training

Each co-owner has a personalised list of mandatory training requirements, which is visible and managed via **The Development Hub**. Some statutory requirements may also be listed in professional or care standards, for example Safeguarding Level 4 and some health and safety courses. Co-owners are expected to review and update their compliance status regularly, with support from their line manager. Failure to complete required training within the stipulated timeframes may result in restrictions to practice or access to further development.

BrisDoc reviews its training matrix regularly to ensure it remains aligned to regulatory requirements and evolving service needs.

BrisDoc is committed to ensuring all co-owners complete their required statutory and mandatory (Stat/Man) training in a timely and consistent manner.

To support this, the following principles apply regarding time and pay for e-learning:

Management, Administrative, and Daytime Operational Roles

Co-owners in these roles should complete e-learning during normal working hours and are expected to manage their time accordingly across the course of the year. As such:

- Overtime cannot be claimed for Stat/Man e-learning.
- Line managers should support co-owners to plan and prioritise protected time during quieter periods or as part of team training plans.

This applies to roles such as:

- Administrative staff
- Team leaders and managers
- Support and back-office roles
- Daytime operations coordinators

Shift-Based Clinical and Operational Roles

Co-owners whose working patterns are entirely shift-based – such as:

- Clinicians on clinical rotas
- Call handlers
- Drivers
- Hosts and reception team members

Co-owners in these roles may claim additional time to complete Stat/Man e-learning where there is no capacity to release them from their shift without backfilling the role.

In these cases:

- Overtime may be approved for e-learning and development activities that requires face-to-face or online attendance (for example, Oliver McGowan training).
- Overtime will be paid at the single base daytime rate, regardless of the co-owner's usual enhancement or shift premium.
- Time must be agreed in advance with the line manager and recorded appropriately.
- Overtime claims must reflect the actual time spent completing the e-learning, not the estimated duration listed on the Development Hub. Co-owners should not claim for time not genuinely worked, even if they pass the assessment. Time spent on Stat/Man training by an individual is monitored via the Development Hub and reported on to ensure compliancy.

Co-owners in statutorily regulated or professionally governed roles (those who are eligible for CPD leave) may use their CPD leave entitlement to complete their stat/man training.

Remote Workers

Co-owners working remotely for BrisDoc are expected to make reasonable efforts to travel for any required face-to-face training. Travel expenses for this purpose will not be reimbursed.

If a co-owner is unable to travel due to personal circumstances, they should contact the training provider (for example the local ICB) to explore whether attendance at a suitable training session closer to home is possible. If a fee is charged, BrisDoc may cover the cost, though this requires People Team approval as the budget holder for training.

If no suitable training can be arranged via a local provider and the co-owner chooses to attend training through a private provider, BrisDoc will not cover the cost of this training.

CPD Leave and Support

BrisDoc is committed to supporting the continuing professional development (CPD) of all co-owners, in recognition of its contribution to safe, effective care and organisational improvement.

CPD leave includes protected time for training, development activities, reflective practice, exams, and study. Entitlements are provided based on the level of professional responsibility and the nature of the role.

Requests for CPD leave should be discussed during supervision or development conversations with a manager and booked via RotaMaster by selecting 'study leave'. Approval is subject to service needs and relevance to the co-owner's role at BrisDoc.

Co-owners must **keep their CPD records up to date** as these can be requested by CQC during a visit. See Appendix C for guidance on structuring your CPD profile.

CPD leave is paid at admin/daytime rate and cannot be carried over to the next year's entitlement. The entitlement period is 1st January – 31st December. CPD Leave is also not eligible for the annual leave buy back scheme.

Co-owner Groups and Entitlement

BrisDoc distinguishes three categories of co-owners for the purpose of CPD entitlement. Entitlement is calculated pro-rata based on contracted hours, and is intended to support activities such as clinical updates, reflection, participation in quality improvement, and preparation for professional appraisals or assessments.

Co-owners in statutorily regulated or professionally governed roles may use CPD leave to complete their stat/man training.

Co-owners in 'Other Roles' are not eligible for protected CPD leave, since these roles are not governed by a regulatory body. However, discretionary CPD leave can be granted by managers if co-owners in 'Other Roles' are completing development activities and training approved through the Training and Development Request form.

Please note that self-employed colleagues or those on bank contracts do not qualify for CPD leave.

Category	Definition	Annual CPD Leave	Example roles
Statutorily Regulated	Roles that require statutory registration and revalidation	Up to 3 days (pro-rata of contracted hours*)	General Practitioners
		Up to 2 days (pro-rata of contracted hours*)	Clinical Practitioners
Professionally Governed	Roles governed by a recognised body without statutory regulations and with CPD expectations	Up to 1 day (pro-rata)	Estates (IOSH), Finance (CIMA), HR (CIPD)
Other Roles	Roles without formal professional regulation or CPD requirements	No protected CPD leave, CPD leave is discretionary	e.g. General management, admin and operational roles.

Note: In addition to the three days of protected CPD leave (pro-rata), BrisDoc salaried GPs currently retain two additional CPD leave days embedded within their annual leave entitlement.

This arrangement reflects an historical national model and remains in place for now, though it is subject to periodic review as BrisDoc moves towards a more standardised approach to CPD entitlement across all regulated roles.

Exam Leave

For co-owners in statutorily regulated or professionally governed roles, leave for formal exam preparation and exam completion is expected to be taken **within their annual CPD leave allowance** (see above).

Co-owners in **other roles** (not professionally regulated or governed) may request discretionary CPD leave for preparation for and sitting formal exams related to their current or future role. The maximum entitlement is:

Contracted Hours	Exam Leave (per sitting)
<8 hours/week	None
8–15 hours/week	Up to ½ day per exam
≥16 hours/week	Up to 1 full day per exam

Exam time is allocated **per exam sitting** and must be approved in advance. If an exam is failed or rescheduled, CPD leave for one repeat attempt is supported.

Medical Appraisal, Revalidation, and Re-Registration

GPs must prepare for and undertake an annual medical appraisal, nurses must revalidate every three years, and AHPs must re-register every two years. Co-owners in these roles may use their CPD Leave for preparation and attendance.

For annual medical appraisal, BrisDoc will normally recognise up to 3 hours for the appraisal meeting itself. This is not an additional contractual entitlement and should be accommodated within existing working time or CPD leave arrangements.

Co-owners are not permitted to claim overtime to prepare for or attend their appraisal, revalidation, or re-registration.

BrisDoc will not contribute to the cost of medical appraisals, revalidation, or re-registration beyond supporting co-owners through the above measures.

Development Planning

BrisDoc values meaningful conversations about growth and performance. All co-owners should take part in development conversation at least annually with their manager. These conversations provide the opportunity to reflect on progress, identify development needs, and agree future goals.

For regulated professionals, BrisDoc will support the individual when gathering information for their revalidation, including evidence of learning, feedback on clinical contribution, incidents or compliments where relevant, and involvement in quality improvement.

Accessing and Requesting Training or CPD

Beyond mandatory training, BrisDoc is committed to providing opportunities for co-owners to further develop their skills, confidence and career. This may include:

- Attendance at internal or external development activities.
- Participation in learning events or webinars.
- Engagement in project work, mentoring, secondments or shadowing.
- Study toward role-relevant qualifications or professional updates.

Opportunities should be discussed during supervision or development conversations and linked to both service priorities and individual development goals. Where funding or time off is required, co-owners should complete a Training and Development Request Form (see Appendix A) through the central request process managed by L&OD / Workforce Support. Each request is assessed against the policy criteria, including relevance to the BrisDoc role or service, organisational or service benefit, operational impact, affordability, and the availability of lower-cost or internal alternatives.

We expect all co-owners to demonstrate a proactive approach to their own learning, and to share new knowledge with their teams where appropriate.

Co-owners seeking to undertake training outside the mandatory programme – whether funded or supported with CPD leave – should complete the **Training and Development Request Form** in discussion with their manager.

The co-owner must be compliant with all required statutory and mandatory training requirements before applying.

Approval is not automatic, and requests will be assessed on their merit. All requests must first evidence that the policy criteria are met. Only where those criteria are met will a funding decision be considered.

Managers must consider and propose a case against the following criteria:

- direct relevance to the BrisDoc role or service
- value to service or organisational capability
- operational impact
- affordability and competing priorities
- availability of lower-cost or internal alternatives
- completion of all required statutory and mandatory training
- the appropriate level of support, including any co-owner contribution and whether part-funding or pro-rata support is appropriate

Delegated financial authority determines who may approve the funding decision. It does not remove the requirement for the request to meet the policy criteria first.

Full guidance for managers can be found in Appendix B.

The form outlines the conditions under which BrisDoc may fund or subsidise training, including repayment conditions where applicable. For non-budgeted requests, the following delegated financial authority levels will apply to the funding decision:

- Team Managers up to and including £250;

- Leads up to and including £500;
- Extended Leadership Team member up to and including £1,000;
- Strategic Leadership Team member up to and including £5,000; and
- Strategic Leadership Team collectively above £5,000.

Where possible, co-owners should use their CPD leave to attend and complete study/coursework for training and development programmes. However, discretionary CPD leave may be granted where the programme may exceed the co-owner's entitlement or if no entitlement exists.

Where a development activity has been approved, managers must support the co-owner to attend and learn as appropriate. This will include regular check-ins for longer term training including seeking assurance on the quality of the training, and discussing with the co-owner their attendance, experience, and wellbeing.

Induction

BrisDoc recognises that its staff are fundamental to its success. To ensure that all staff begin their work in a positive and supportive environment where they become effective and efficient in their role as quickly as possible, it is essential that all staff new to BrisDoc, or the role, receive a timely induction.

The whole induction process is expected to last 6 months, as each new recruit will have a 6-month probationary period. During this time, co-owners are expected to be proactive in their own induction and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the company.

Managers must ensure all new starters receive a Local/Service Induction and attend a Corporate Induction:

Welcome to BrisDoc: Corporate Induction	Local and Service Induction
Attending a Corporate Induction session is mandatory for all new starters within 3 months of their start date and considered part of a new starter's Stat/Man training. Attendance must be agreed in advance with the new starter's manager. The Corporate Induction provides an overview of our culture, values, and behaviours at BrisDoc. New starters will gain an understanding of 'who we are, what we do, and how we do it'. The session also covers: • Our history and services • Co-owner benefits • Our values and behaviours • Our commitment to Equity, Diversity, and Inclusion	Service and local inductions, arranged by managers, should follow a standardised structure that introduces the new starter to their role, team, service, and site. This should include familiarisation and log ins for digital systems like Rotamaster and the Development Hub. These aspects will not be covered in the Corporate Induction, and it is the responsibility of managers to ensure a new starter is appropriately and fully inducted to their role, team, service, and site in a timely manner. A local and service induction should cover: • Service overview • Health and safety • Local/site fire safety

• The Wellbeing Hub • Development Hub Co-ownership and the Co-owners Council • BrisDoc Community Fund • The New Starter Hub and where to find resources • Information Governance and IT security • How to submit concerns, feedback, and suggestions See the Corporate Induction page on Radar for more information	• Personal safety inc. lone working • Training, shadowing shifts • Policies and processes for leave and sickness • Site induction • Log-ins and training on clinical software • training on administrative software – including RotaMaster self service • Rota and scheduling Team structure and points of contact
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Appendix A: Training and Development Request Form

Please complete this form if you are looking to attend a training or development activity outside your current statutory and mandatory training requirements listed in The Development Hub, and you are seeking BrisDoc funding, CPD leave, paid time, or a combination of these. Refer to the **Guidance for Training Requests** document to support you to complete / approve this request form.

Section 1: Co-owner Details

Name:

Job title:

Service:

Line manager:

Section 2: Request Details – to be completed by the co-owner requesting support

1. Date of request:
2. Name of training or development activity you wish to attend:
3. Name of the provider:
4. Dates of the activity:
5. If applicable CPD leave requested (hours/days):
6. Please give a summary of the requested development activity and content:

Support requested:

Please indicate whether the request is for:

1. Statutory and mandatory training
2. Role-specific or service-relevant development
3. Broader professional development

If you are unsure which category applies, please discuss this with your line manager before submitting the form.

Section 3: Request Criteria – to be completed by the co-owner requesting support

Please provide information so that the request can be assessed against the policy criteria and the appropriate level of support determined:

1. Describe the direct relevance to your BrisDoc role and/or Service
2. Describe the value to the service or organisation
3. Describe the likely service, patient and/or operational impact of attending this development activity, including any impact on cover
4. Please confirm % of stat/man you have completed at the time of this request
5. Please state whether funding, study leave, paid time, or a combination is requested, together with any co-owner contribution
6. Please describe the lower cost alternative development options you have considered prior to submitting this request
7. Please state whether any other organisation is contributing funding, study leave, paid time, or other support towards this activity
8. What is the total cost of the request and what proportion of that cost are you requesting BrisDoc to provide?

Additional Information:

Please provide any additional information you think is relevant to your request.

Section 4: Terms of Agreement - to be signed by co-owner requesting support

Declaration

I hereby agree and declare that:

1. In consideration of BrisDoc agreeing to provide funding, I undertake to reimburse BrisDoc:
 - 100% of the investment costs if I do not attend the activity or voluntarily withdraw from or terminate the activity early without BrisDoc's prior written consent.
 - Up to 75% of the investment costs if I am dismissed or otherwise compulsorily discharged from the activity, unless the dismissal or discharge arises out of the discontinuance generally of the activity.
 - Up to 75% of the investment costs should I resign from or leave BrisDoc employment, either prior to completion of the activity or within 2 years after the end of the activity, except that, in the latter case, the amount which would otherwise be due to BrisDoc shall be reduced by 1/24th for each complete calendar month after the end of the activity during which I remain employed by BrisDoc.
2. To the extent permitted by law, I agree that BrisDoc may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from my wages (as defined by section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to me.
3. I understand that BrisDoc will not normally fund accommodation or travel costs for this activity, nor will they incur the costs for any repeats of courses/modules or exams.

NB: The amount due to BrisDoc under the terms of this Agreement is a genuine attempt by the Company to assess its loss because of the termination of the Employee's employment and considers the derived benefit to BrisDoc. Thus, Agreement is not intended to act as a penalty on the Employee upon termination of his/her employment.

I confirm I have read and agree to all the above:

Signed _____ Date ____/____/____

Section 5: For Decision

Part A: Criteria Assessment – to be completed by the Line Manager / Service Lead

Record whether, in your view, the policy criteria are met. Select from the options below:

1. Criteria met
2. Criteria partly met
3. Criteria not met.

If you assess the criteria as partly met, please state clearly whether you recommend that the request proceeds to a funding decision and on what basis.

Give details here in support of your decision:

Signed _____ Date ____/____/____

Please send to workforcesupport@brisdac.org

Part B: Funding Decision and Approval – to be completed by the appropriate funding decision-maker.

Part B must only be completed where the request proceeds beyond the criteria assessment stage.

If the policy criteria are met, or partly met and financial support is recommended, the appropriate funding decision-maker must record the level of financial support agreed and sign below.

Approval levels are:

- up to £250 – Team Manager
- up to £500 – Lead
- up to £1,000 – ELT member
- up to £5,000 – SLT member
- above £5,000 – SLT collectively, with the agreed outcome recorded below

Record:

- the level of support agreed
- whether this is funding, CPD leave, paid time, or a combination
- any co-owner contribution required

- any conditions attached to approval
- if declined, the reason for decline

Funding decision outcome:

1. Approved
2. Approved with conditions
3. Declined

Details of support agreed / conditions / reason for decline:

Signed _____

Date ____/____/____

Name: _____

Role: _____

For requests above £5,000, SLT collective consideration is required. Attach the relevant SLT decision record and confirm the agreed outcome here.

Please send to workforcesupport@brisdac.org who will confirm the outcome to the line manager and provide a signed copy of the form to the employee

Appendix B: Guidance and Decision Tool for Training Requests

Purpose

This guidance is intended to support consistent decision-making on training and CPD requests. All requests must first be assessed against the policy criteria. Only where the criteria are met should a funding decision be considered. The level of support and approval route should then be determined separately.

This guidance is intended to support consistent and proportionate managerial judgement and should be used to structure decision-making, rather than as a mechanical checklist.

Core principles

Managers should apply the following principles:

- all requests must demonstrate benefit to the co-owner's role, service, or organisational capability
- identified service-wide or organisational development needs should normally take precedence over discretionary individual requests
- criteria are assessed first; funding is considered second
- statutory and mandatory training required for the BrisDoc role is not changed by this guidance
- role-specific and service-relevant development is more likely to attract support
- broader professional development is not excluded, but where the organisational benefit is less direct, any support agreed will not normally be at full cost and will usually be determined on a pro-rata basis
- delegated authority determines who may approve the funding decision; it does not remove the requirement for the request to meet the criteria
- all requests must be submitted through the central request process managed by L&OD / Workforce Support

Decision route

- if the request does not meet the policy criteria, it should be declined
- if the request meets the policy criteria and is clearly role-specific and service-relevant, the appropriate level of support should be considered and approved at the relevant delegated level
- if the request meets the criteria but the organisational benefit is less direct, support may still be agreed, but will not normally be at full cost and will usually be determined on a pro-rata basis
- if relevance is unclear, operational impact is difficult, or the request may create precedent, it should be escalated or referred for central review
- if the request is broader professional development, significant in paid time, or outside local delegated authority, it should not be approved routinely at local level

Approval route for non-budgeted requests

- Team Manager: up to £250
- Lead: up to £500

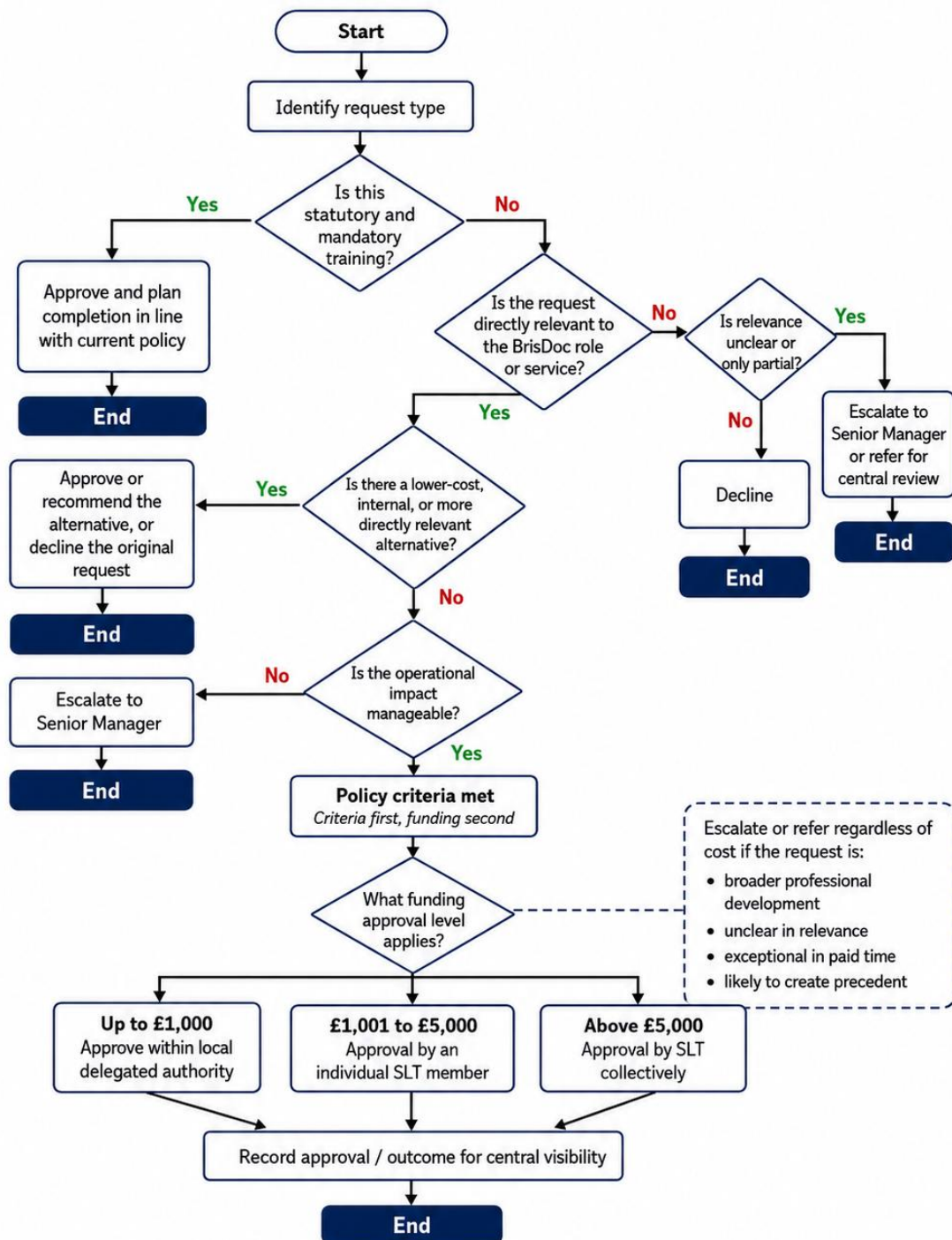
- ELT member: up to £1,000
- SLT member: up to £5,000
- SLT collectively: above £5,000

Possible outcomes

- approved
- approved with conditions
- part-funded / pro-rata support agreed
- escalated for further review
- declined

The flow chart below summarises the decision route managers should follow when considering training and CPD requests.

Decision flow



Decision factors

These decision factors are intended to support consistent and proportionate judgement when considering training and CPD requests. They should not be applied mechanically or as a substitute for managerial judgement but used to structure that judgement in a clear and evidence-based way.

All requests should first be assessed against these factors to determine whether the policy criteria are met. Only then should the appropriate level of support and approval route be considered.

Factor	What managers should consider	How it should influence the decision
Direct relevance to BrisDoc role or service	Is the activity directly relevant to the co-owner's current BrisDoc role, service, or organisational capability?	Requests with clear and direct relevance are more likely to proceed. Weak or unclear relevance should be challenged, escalated, or declined.
Value to service or organisational capability	What benefit will the activity bring to the team, service, or organisation?	Requests with clear organisational or service benefit are stronger. Personal benefit alone is not usually sufficient.
Type of development requested	Is the request for statutory and mandatory training, role-specific/service-relevant development, or broader professional development?	Role-specific/service-relevant development is more likely to attract support. Broader professional development may still be supported, but usually only where sufficient organisational benefit is demonstrated.
Operational impact	Can the activity be accommodated safely? What is the impact on cover, rota, or service delivery?	Significant operational impact should lead to escalation or decline.
Affordability and competing priorities	Is the request affordable in the context of current budgets and service priorities?	Even where criteria are met, the level of support may be reduced.
Lower-cost or internal alternatives	Are there lower-cost, internal, or more directly relevant alternatives?	If a suitable alternative exists, it should normally be preferred.
Support requested and co-owner contribution	Is the request for funding, CPD leave, paid time, or a combination? What contribution will the co-owner make?	The level of support should be proportionate. Part-funding or pro-rata support may be appropriate.
Statutory and mandatory training compliance	Has the co-owner completed required statutory and mandatory training?	Outstanding Stat/Man should normally prevent discretionary support until addressed.
Sharing learning	Will the learning be shared or used to benefit others?	Requests with wider benefit are stronger.
Provider quality	Is the provider recognised, credible, and appropriate?	Low-quality or weakly evidenced provision is less likely to be supported.

Appendix C: Co-owner Guide to CPD

Purpose

This appendix provides practical guidance for co-owners in regulated roles on how to record and structure CPD activity. It is intended to support BrisDoc co-owners in documenting Continuing Professional Development effectively, particularly where they may need to present a CPD profile for audit purposes. It sits alongside, but is separate from, the approval and funding arrangements set out elsewhere in this policy, and aligns with BrisDoc's internal processes and commitment to continuous learning and development.

What is CPD?

CPD encompasses any activity that helps you maintain and enhance your professional skills and knowledge. It includes formal learning, such as attending courses, and informal learning, like reading relevant articles or engaging in reflective practice.

Why is CPD Important?

Engaging in CPD ensures you remain competent in your role, adapt to changes in practice, and continue to provide high-quality care. For regulated professionals, maintaining CPD is often a requirement for continued registration.

Structuring Your CPD Profile

When preparing a CPD profile, especially for audit purposes (CQC can request CPD records for individuals), structure it as follows:

- a. Summary of Recent Work/Practice (Up to 500 Words)

Provide an overview of your role, responsibilities, and the context in which you work. Highlight any specializations or areas of focus.

- b. Dated List of CPD Activities

List all CPD activities undertaken since your last registration renewal. Include dates and brief descriptions. If there are gaps of three or more consecutive months, provide explanations.

- c. Personal Statement (Up to 1,500 Words)

Reflect on how your CPD activities have improved the quality of your work and benefited service users. For each activity:

- Describe what you did.
- Explain what you learned.
- Discuss how it improved your practice.
- Highlight the benefits to service users.

- d. Supporting Evidence

Attach evidence that supports your CPD activities, such as certificates, reflective logs, or feedback forms.

Tips for Effective CPD Writing

- **Be Reflective:** Focus on what you learned and how it applies to your practice.
- **Be Specific:** Provide concrete examples of how CPD activities have impacted your work.
- **Maintain Confidentiality:** Anonymize any service user information in your documentation.
- **Keep It Personal:** Ensure the profile is your own work and reflects your experiences.

BrisDoc Support for CPD

BrisDoc encourages a culture of continuous learning. Co-owners are supported through:

- **Access to The Development Hub:** Log and track your mandatory training and CPD activities.
- **Development Conversations:** Regular discussions with line managers to identify learning needs.
- **Training and Development Request Form:** Apply for funding or time to undertake CPD activities.

Additional Resources

For further guidance on CPD writing and documentation, consider the following resources:

- Health and Care Professions Council (HCPC): [How to complete your CPD profile](#)
- Royal College of Nursing (RCN): [CPD guidance](#)
- Royal Pharmaceutical Society (RPS): [CPD resources](#)
- General Medical Council (GMC): [CPD guidance](#)
- Nursing and Midwifery Council (NMC): [CPD and revalidation](#)

Note: This guide is intended to support BrisDoc co-owners in documenting their CPD activities effectively. It should be used in conjunction with guidance issued by the co-owner's professional body and BrisDoc's Training and Development Policy.

Appendix E: Equality Impact Assessment

This Equality Impact Assessment (EQIA) ensures that BrisDoc's Training & Development Policy upholds our duties under the Equality Act 2010, fosters inclusive and equitable practice, and proactively considers how co-owners from different backgrounds and with different protected characteristics may be impacted. It also reflects on intersectionality and the compounding effects that may arise from overlapping characteristics.

BrisDoc recognises that some training is delivered by external providers whose actions are outside our direct control. Providers are selected - and, where appropriate, monitored - through our procurement and due-diligence processes with due regard to equality, diversity and inclusion standards.

Protected Characteristic	Potential Impact Identified?	Actions Taken / Considerations
Age	No differential impact	The policy does not treat co-owners differently based on age.
Disability	Yes – potential barriers	BrisDoc recognises that some development opportunities may be less accessible, and many factors may be out of our control when using an external provider – e.g. venue, format of training content, training equipment, etc. BrisDoc endeavours to select training providers that ensure equitable accessibility for all co-owners.
Sex / Gender	No differential impact	The policy does not treat co-owners differently based on sex / gender.
Gender Reassignment	No differential impact	The policy does not treat co-owners differently based on gender reassignment.
Pregnancy and Maternity	No differential impact	The policy does not treat co-owners differently based on pregnancy / maternity. If a co-owner requires parental leave whilst they are on a training course, this will be handled sensitively on a case-by-case basis.
Race / Ethnicity	No differential impact	The policy does not treat co-owners differently based on race / ethnicity.
Religion or Belief	No differential impact	The policy does not treat co-owners differently based on religion.
Sexual Orientation	No differential impact	The policy does not treat co-owners differently based on sexual orientation.
Marriage and Civil Partnership	No differential impact	The policy does not treat co-owners differently based on marital or partnership status.

Version Control

Date	Version	Author	Change Details
March 2025	6.2	MD	Original Training and Development Policy. Focused on statutory/mandatory training and ad hoc CPD support.
Nov 2025	7.0	MD	Full policy rewrite and integration of CPD support. Combined training, CPD, and induction into a single unified policy. Time allocation and overtime payment for Sat/Man training policy introduced. Introduced three co-owner categories: Statutorily Regulated, Professionally Governed, and Other Roles. Defined pro-rata protected CPD entitlements (3, 2 or 0 days annually). Clarified CPD leave for exam preparation and medical appraisal, revalidation, and reregistration. Developed new CPD writing guide (Appendix C) and updated Training Request Form (Appendix A). Provided manager guidance on approving/denying training requests (Appendix B). Manager approval reduced back to £1,000 limit from £3,000. Service Lead approval required for all requests.
June 2026	7.1	MD	Refocused policy position on training and CPD investment. Clarified distinction between statutory and mandatory training, role-specific or service-relevant development, and broader professional development. Strengthened the principle that requests must first meet the policy criteria before any funding decision is made. Introduced delegated financial authority for non-budgeted requests. Revised the Training and Development Request Form and manager guidance to support clearer criteria assessment, funding decisions, escalation routes, and organisational oversight.