The iQ6 CPD Framework

IMPACT

Our Mission. Our Passion

Mission

To provide innovative, accredited food safety training that empowers individuals and organisations to meet the highest hygiene and compliance standards confidently.

Passion

We are passionate about delivering accessible, high-quality food safety training that protects public health and empowers learners. Our dedication lies in equipping every individual with the skills and confidence to uphold industry standards and safeguard communities.

iQ6 CPD Policy

Introduction

At IQTraining, we are dedicated to fostering a culture of continuous learning and professional growth. Our CPD Framework Policy is designed to guide our team in maintaining and enhancing their skills, ensuring excellence in service delivery, and aligning with industry best practices.

Objectives

- Promote a structured approach to professional development.
- Ensure staff competencies remain current and relevant.
- Support career progression and personal growth.
- Align individual development with organisational goals.

The IMPACT CPD Framework

The IMPACT CPD Framework is structured around six interconnected elements, offering a practical and dynamic approach to professional development:



IQTraining is committed to the continuous professional development of its staff, recognising that a well-developed team is essential for delivering high-quality services and achieving organisational success.

Note: This policy is subject to periodic review and may be updated to reflect changes in organisational objectives or industry standards.

CPD Activities

Recognising the diverse ways in which learning can occur, we acknowledge a variety of CPD activities, including:

- **Formal Education:** Accredited courses, certifications, and qualifications.
- **Informal Learning:** Reading industry publications, engaging in professional discussions, and self-directed study.
- **Work-Based Learning:** Project involvement, job shadowing, and mentoring.
- **Professional Activities:** Attending conferences, networking events, and participating in professional bodies.

Recording and Monitoring

- CPD Portfolio: Maintain a comprehensive record of all CPD activities, reflections, and outcomes.
- Regular Reviews: Conduct periodic reviews of CPD portfolios to ensure alignment with personal and organisational goals.

Responsibilities

- **Employees:** Take ownership of their CPD by actively engaging in the CPD cycle and maintaining accurate records.
- **Managers:** Support team members in identifying learning needs, planning development activities, and providing opportunities for growth.
- **Organisation:** Provide resources and an environment conducive to continuous professional development.

The IMPACT matrix

I - Identify needs

1

Encourage self-assessment, peer feedback, and industry research to pinpoint learning needs and skills gaps.

M - Map the Plan

2

Develop personalised CPD plans with SMART goals, clear timelines, and the necessary resources.



P - Participate in Learning

3

Engage in diverse learning activities, including online courses, workshops, and on-the-job training.

A - Assess & Reflect

4

Evaluate learning outcomes, document insights, and refine understanding through feedback and self-assessment.

C - Commit to Application

5

Implement newly acquired skills in real-world scenarios and share knowledge within the organisation.

T - Track and Improve

6

Monitor progress with measurable outcomes, update CPD plans as needed, and ensure continuous growth.

The Framework

1

I - Identify needs

Self-Assessment: Encourage staff to evaluate their current competencies and identify areas for improvement.
Feedback: Utilise performance reviews and peer feedback to highlight development needs.
Industry Trends: Assess emerging trends and regulations to identify skills gaps.

2

M - Map the Plan

Set Objectives: Define clear, measurable, and achievable learning goals.
Development Plan: Create personalised CPD plans outlining the steps to achieve set objectives.
Resource Allocation: Ensure appropriate resources and tools are available to support the learning process.

3

P - Participate in Learning

Engage in Activities: Participate in relevant training sessions, workshops, seminars, or courses.
Practical Application: Encourage on-the-job learning and application of new skills.
Interactive Learning: Include case studies, role plays, and scenario-based exercises for real-world application.

4

A - Assess and Reflect

Review Outcomes: Assess the effectiveness of the learning activities undertaken.
Document Insights: Record reflections on what was learned and how it can be applied.
Feedback Integration: Use feedback from mentors or peers to refine understanding and approaches.

5

C - Commit to Application

Implement Skills: Integrate new knowledge and skills into daily work practices.
Knowledge Sharing: Encourage team members to share insights through presentations or collaborative discussions.
Case Studies: Apply learnings to specific challenges or projects within the organisation.

6

T - Track and Improve

Measure Impact: Evaluate the impact of CPD activities on individual and organisational performance.
Performance Metrics: Use KPIs or other measurable outcomes to track the effectiveness of development efforts.
Continuous Improvement: Update CPD plans and frameworks based on evaluation outcomes to ensure ongoing relevance and effectiveness.

The stamp of approval

iQ6 CPD Approval

At IQTraining, our approval represents our commitment to quality, trust, and professionalism. This seal is featured on all our approved courses and certificates, symbolising the highest standards in food safety training.

- **Recognition:** Our stamp ensures that learners and employers know they are engaging with industry-approved training.
- **Quality Assurance:** It reflects our rigorous course development process, led by experts and aligned with UK/EU legal requirements.
- **Credibility:** Demonstrates compliance with CPD standards and our unique iQ6 framework.

