

## SCTP Policy for Procuring CPD Delivery

This policy provides a process that addresses the potential sensitivities surrounding SCTP's approach to selecting individuals and organisations to deliver any future CPD courses or seminars to SCTP members which SCTP may arrange.


### The Process

The SCTP Board agreed the following process to be followed in order to maximise the quality of SCTP's delivery if any CPD courses are arranged in the future.

1. SCTP's Executive Management Group (EMG) to identify the CPD courses required.
2. The EMG to determine the best likely deliverers and whether these might come from the SCTP membership.
3. If it is believed that an SCTP member or members could effectively deliver a given CPD course then either:
  - A course specification can be sent to all SCTP members asking for proposals, or
  - Individual SCTP members can be approached and asked to submit proposals.

It is for the EMG to determine which of the above is most equitable for the membership.

4. The best deliverer to be chosen, whether a member or not, on the basis of:
  - Track record, especially in delivering effectively to providers or their networks.
  - Proposed content and relevance to work based learning and pre-employment sectors.
  - Specialist knowledge e.g. a matrix or health & safety specialist might be preferred.
  - Cost & viability
  - Availability
  - Flexibility to meet SCTP's requirements including cancellation arrangements.
5. The decision of the EMG will be based on the information acquired about potential deliverers and will be final.
6. Any provider who is unhappy with the decisions made under this process can contact SCTP's Executive Director in the first instance. If not satisfied with the outcome the provider can write to the SCTP Chair who will resolve the matter via the EMG and/or SCTP Board.

Signed on behalf of the Board:	
Name:	Joanne Bridger
Designation:	Chair
Date:	15/05/2019