

## Continuous Professional Development (CPD) Definition

There is a recognised need for a **clear and consistent definition of CPD** for financial and KPI reporting across the university. Historically, different types of programmes and activities have been reported differently across the university depending on factors such as duration, mode of delivery and academic status. This has led to inconsistent reporting across the university and a difficulty in establishing a baseline against which to track and measure future performance.

Edinburgh Napier University accepts CPD as defined by HEFCE:

*"A range of short and long training programmes for learners already in work who are undertaking the course for purposes of professional development/up-skilling/workforce development."*

In adopting this broad definition we would recommend use of the term **"Professional and Workforce Development"** over "CPD" for the development of future strategy.

### What's Included

For clarification, this definition includes the following irrespective of mode and location of delivery:

- Open short courses, whether **credit bearing or non-credit bearing**
- **Bespoke short courses** designed and delivered for a specific organisation
- Individual modules **tailored to the needs of a specific organisation**
- **Individual modules** undertaken by people in work outside of a full degree programme
- Global online modules offered as stand-alone CPD for individuals
- Academic programmes **designed and delivered commercially** to a specific organisation
- **Masters programmes designed specifically for people in work**
- Work-based degree programmes, including **Graduate Level Apprenticeships**

These CPD definitions would apply to both UK and overseas delivery.

### Not Included

The following would specifically not be reported as CPD:

- Transnational education and full global online programmes, either in-country or on-campus
- Pre-sessional courses in English as a Foreign Language
- Any students attracting capped SFC funded places (full-time or part-time)
- Students reported as being on SFC-eligible programmes

The following would be reported as consultancy:

- Developing training materials and resources for an external organisation where not associated with course delivery
- 3<sup>rd</sup> party approval or endorsement of training programmes for external organisations

### Guidance

- CPD courses are normally profit making and costs are expected to cover any **additional Full Economic Cost (FEC)** associated with development and delivery as CPD.
- Modules or programmes offered as CPD will be costed as projects through WorkTribe with anticipated and breakeven numbers. **Schools can adjust the price to reflect market factors.**
- Credit bearing programmes not SFC-funded will be designated either SFC-eligible or full-cost.
- Any credit bearing provision will be approved in accordance with the Quality Framework.