

## CCCU Definition of CPD/CE Courses (for internal use only)

### What are CPD and CE?

**CPD** stands for Continuing Professional Development and refers to the learning activities professionals engage in to develop and enhance their personal skills and proficiency. Different methodologies to learning can be offered, such as training workshops, conferences and events, e-learning programs, and long or short courses through blended learning. Engaging in CPD ensures that both academic and practical qualifications do not become out-dated or obsolete, allowing individuals to continually up-skill, regardless of occupation, age or educational level. Furthermore, CPD training allows organisations to keep on top of professional and workforce development.

**CE** stands for Continuing Education and refers to individuals approaching the higher education institution for continuing education needs to develop/enhance specific employability or professional skills. Learners returned under CE are not required to be employed (unlike CPD).

Both **CPD** and **CE** activities can be credit-bearing or non-credit bearing.

### Our Offer:

We offer a choice of programmes designed to answer the needs of the modern workforce with a wide range of industry-focused, postgraduate courses to equip staff with the necessary skills and competencies for each sector. This can support businesses to increase productivity and decrease staff turnover through training and development.

Our courses range from one day masterclasses and short courses to degree apprenticeships\*, Master's and PhD level qualifications. We also offer businesses the opportunity to create bespoke training solutions with us across a wide range of sectors.

### What kind of courses do we consider to be classified as CPD/CE at CCCU?

- Single credit-bearing modules from a formal course (at whatever level of study). There is no limit on how many different modules the student can take
- PG programmes attended by students sponsored by an external organisation with a view to upskilling their workforce
- Individuals following a course at the wish of their employer, or as a sole trader
- Self-funding individuals continuing education to develop or enhance specific employability or professional skills
- A short course developed for a specific client or group of clients
- An externally recognised short course

- An academic programme based in or around work-place practice, designed for a specific employer/sector/external body
- Post-qualification CPD activity (e.g. programmes aimed at up-skilling healthcare professionals)
- Career development courses designed to allow employees to attain a new professional status (e.g. healthcare assistants qualifying as nurses, classroom assistants qualifying as teachers etc.)
- Post-qualification training for nurses and teachers etc
- A post-Foundation degree 'top-up' programme conducted at Level 6
- A stand-alone CPD programme that is not 'IPD' (initial professional development)
- Courses offered to people who are interested in career enhancement, a career change, or a transition into HE

### What kind of courses are not classified as CPD at CCCU?

- Undergraduate training where, for example, a student goes on placement
- Foundation degrees
- Pre-qualification courses aimed at novices/school leavers (including initial teacher or nurse education courses)
- Generic post-graduate training where this is simply academic practice i.e. skills required for an individual's post-graduate research
- CPD that is accredited and supported by an OfS teaching grant. Although CPD may include any level of provision, it is the contribution from the employer (or in some cases the individual) that is used as a proxy for the impact of CPD collected through the HE-BCI record
- Conference presentations made by members of staff to business, community and/or academic participants

\* Degree apprenticeships cannot currently be returned to the HE-BCI survey but this is under review by HESA.