

# Continuing professional development

## Monitoring of CPD providers

Education & Training Unit  
Version 1

The Solicitors Regulation Authority (SRA) monitors authorised continuing professional development (CPD) course providers to ensure that the quality and the standard of the courses they offer comply with the requirements contained in their authorisation agreement, and continue to do so.

The authorisation application fee covers the cost of an assessor, handling expenses, the fee for the first course, and the cost of random monitoring.

When making an application for authorisation, a provider submits details of a course it plans to offer or has offered previously. Course materials are sent to an assessor to ensure that the content is factually correct and up to date (CPD assessors are specialists in the various subject matters, and normally have lecturing experience in addition to such expertise). The materials submitted with the application are intended to serve as an example of the type of course to be offered in the future.

The SRA undertakes three types of monitoring of CPD providers.

### Initial monitoring

Initial monitoring is based on the original application. The course materials are assessed by an external assessor. If a problem is detected, the provider has an opportunity to make any necessary amendments. The first or next course is monitored by delegate questionnaire or by an observer.

### Random monitoring

Once approval has been granted, providers are able to self-accredit further courses. As the SRA does not keep a record of each of the courses offered by each of its authorised providers, it undertakes an annual monitoring exercise.

The SRA randomly monitors at least 100 course providers per year, utilising

- delegate questionnaires
- on-site monitoring visits
- course material reviews

The SRA will write to selected providers to request a programme of future courses. It then will choose the course it wishes to monitor, and the monitoring method to be used, before advising the provider in advance.

The provider will be advised of the outcome of monitoring activities. If any problems have been highlighted, the provider will be expected to make the necessary change/amendment and confirm to the SRA that the change/amendment has been made in order to ensure a continuum of their agreement.

### **Routine monitoring**

The SRA undertakes routine annual monitoring of all providers who offer compulsory training and of providers who offer more than 300 courses per year for the purposes of CPD.