

MAT Staff CPD and Compliance Training Checklist

Can your trust evidence staff training clearly, consistently and confidently across every school?

A practical self-assessment for Multi-Academy Trust leaders

CPD | COMPLIANCE | EVIDENCE

Why this matters

For many Multi-Academy Trusts, the issue is not whether staff training happens. The real challenge is knowing whether it has been assigned, completed, recorded, evidenced and reviewed consistently across the whole trust.

Use this checklist to quickly assess whether your current approach gives leaders the visibility, confidence and control they need.

The key question

If a senior leader, trustee, auditor or inspector asked tomorrow:

"Can we see the current staff CPD and compliance position across the whole trust?"

How would you answer?

Quick score: count how many boxes you tick

24-30 ticks

Strong position

Focus next on reporting, pathways and strategic insight.

15-23 ticks

Room to strengthen

Likely gaps in visibility, consistency or evidence.

0-14 ticks

High-risk admin burden

Too reliant on manual or inconsistent records.

The checklist

Work through each section and tick what is already in place across the trust.

1. Trust-wide visibility

- Which staff have completed required training?
- Which staff are overdue?
- Which schools have the biggest completion gaps?
- Which roles or teams need additional support?
- Which training has been assigned, started, completed or missed?
- Can senior leaders access this information without chasing individual schools?

Why it matters: Without one clear view, CPD and compliance can become fragmented, reactive and difficult to evidence.

2. Consistency across schools

- Staff complete consistent core training across the trust
- New starters receive the same essential induction training
- Mandatory training expectations are clearly defined by role
- Training records are captured in a standard format
- Certificates and completion evidence are stored centrally
- School leaders are not relying on separate spreadsheets or folders

Why it matters: A trust-wide approach reduces duplication, improves quality and makes it easier to demonstrate that staff development is being managed consistently.

3. Compliance and evidence

- Completion records are up to date
- Certificates are easy to find
- Reports can be produced by school, course or learner
- Overdue training can be identified immediately
- Evidence is not dependent on one person's inbox, spreadsheet or local file system
- Training history remains available when staff move roles or schools

Why it matters: Strong evidence helps protect the trust, supports governance oversight and reduces the stress of audits, inspections or internal reviews.

What this reveals

The goal is not to tick every box immediately. It's to identify where visibility, consistency, evidence or admin burden could be improved.

4. Reducing admin burden

- Staff can access assigned training easily
- Leaders can monitor progress without constant email chasing
- Reports can be generated without manual collation
- Certificates are issued and stored automatically
- New starter pathways can be assigned quickly
- Central teams are not repeatedly answering the same training queries

Why it matters: Manual processes may work for one school, but they become harder to manage as the trust grows.

5. Strategic CPD and staff development

- CPD can be aligned to trust priorities
- Staff can access development pathways relevant to their role
- Leaders can see engagement with professional development
- Training data helps identify common knowledge or capability gaps
- CPD records support performance, induction and development conversations
- The trust can demonstrate investment in staff growth, not just mandatory training

Why it matters: The strongest MATs use CPD data to support improvement, not just to prove completion.

How ZANDA360 can help

ZANDA360 helps Multi-Academy Trusts manage staff CPD, compliance training and evidence in one place.

- Assign training by school, team or learner
- Provide access to CPD-certified courses
- Create induction and development pathways
- Track mandatory completion and overdue training
- Store certificates and evidence centrally
- Produce clear reports for leaders and central teams

eLearning Plus⁺

Next step

**Book a short MAT CPD
and compliance
walkthrough**

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<https://elearningplus.co.uk/pre-built/>