

CPD Guidance



This guidance document has been developed to help IAC Assessors and/or Technical Experts understand the importance of maintaining CPD Records and their role and responsibilities in this mandatory requirement.

Following the introduction of the End-Point Assessment Standards the Institute for Apprentices has legislated that all End-Point Assessors/Technical Expert must maintain records of their own personal development. This will ensure that End-Point Assessors/Technical Expert hold up to date awareness and knowledge of industry standards, practices, processes and procedures.

This process is given the name of Continual Professional Development or CPD.

CPD Records should contain details of any activities you have completed within a rolling 12 month period. It should include activities that you consider has help you retain awareness of current standards, practices, processes and procedures within the discipline area and occupational role you are approved to assess.

CPD can come in many forms and could include but is not limited to:

- Working in industry
- Attending training
- Reading literature
- Participating in standardisation events
- Facilitating training
- Reviewing feedback from peers
- Gaining educational achievement

In line with regulator expectation End-Point Assessors/Technical Experts are required to record no less that 35 hours of CPD achievement per rolling 12 month period of which 20 hours must be hands-on learning.

CPD Records should, where applicable, be accompanied with any evidence to support CPD claims. This can include but is not limited to:

- Certificates of achievement
- Training attendance records
- Attendance of standardisation.
- Products of work
- Professional body membership cards
- Records of reflective practice
- Membership of social media technical discussion groups such as LinkedIn

CPD is not simply a matter of keeping your CV up to date or storing records of achievement or training attendance. It is a record of what you have learnt and how the new learning can be applied in your job role.

CPD Guidance



The IAC has provided you with an example of a typical CPD Record in the Appendix of this guidance document.

We have also provided you with a Template to record your CPD.

Please complete this document and email back to me at neil@intlassessmentcentre.com

CPD Guidance



Name	Joe Smith	Period	Jan 2018 - Dec 2019
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Date	Activity/event	Location	Content summary and personal reflections	Hours Claimed
Jan to Date 2018	Mechanical Assessor	Site Alpha, UK	Working as a discipline work based assessor for Alpha Chemicals assessing mechanical technicians to a National Vocational Qualification. I am site based and attend meetings, training and on going toolbox talks. I also receive email communications on all operational and maintenance matters. This allows me to make current decision on technician's performance and knowledge.	12 hours
31st May 2018 27 th June 2018 30 th Aug 2018	Training Attendance including: <ul style="list-style-type: none"> • Abrasive Wheels Awareness (2hrs) • Confined Space Entry Procedures (3hrs) • Smiths Alignment Tool Training (8hrs) 	Site Alpha, UK	I have gained up to date training on a range of safety related subjects. In addition I have attended training on the new alignment tool recently introduced to the company. This has given me knowledge of current legislation and practices that will allow me to assess technicians to current standards	13 hours
July 14 th 2018	Standardisation Meeting	IAC Offices, Middlesbrough	I attended a standardisation meeting where we were asked to bring along evidence of recent assessments. This allowed me to gain a wider idea of ways in which assessors were judging technicians from other sites and disciplines. This gives me several ideas of alternative assessment methods that in turn will open up more regular assessment opportunities.	6 hours

CPD Guidance



<p>Other activities that should be considered when evaluating my CPD are as follows:</p> <ul style="list-style-type: none"> • I still function as a technician to stand in for technicians who are either on annual leave or sick. • I am an active member of the LinkedIn Work Based Assessors Group where various subjects are discussed in an open forum. In the last 12 months I have contributed in a number of discussions including:- Use of Witness Testimonies, Authentication of Evidence and delivery of “what if” type questions. • I also receive the International Assessment Centre EPA Matters Quarterly Flyer. <p>All of these activities allow me to maintain awareness of current work methods as well as sharing good assessment practices. The EPA Matters also gives me an insight of any EPAO feedback or changes.</p>	<p>8 hours</p>	
	<p>Total hours claimed</p>	<p>39</p>

Authenticity Statement

The above record is an accurate and authentic record of my personal continual professional development (CPD) activities during the year identified.

<p>Signature</p>		<p>Date</p>	<p>28/11/2018</p>
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