

thecafc

# CPD DEVELOPMENT GUIDELINES



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## CPD applies to all members

CPD applies to all members, except those who are fully retired. You are required to undertake CPD on an ongoing basis and declare compliance annually to the Association.

## Exemption from the requirements

If you are fully retired, i.e. do not undertake any work, paid or unpaid, you may claim exemption annually. Your exemption status will remain in force for that year or until such time as your circumstances change.

Those holding life membership for subscription purposes (and other retired members, whether on annual subscriptions or not) are not necessarily exempt from the CPD requirements. If, as a life or retired member, you are doing some work, albeit unpaid, CPD applies to you.

## The Requirements

You must ensure you have the knowledge and expertise to fulfil your role and responsibilities.

You are required to provide an annual declaration.

The declaration will ask you to affirm that you have reflected on your responsibilities, undertaken appropriate learning and development activities and considered the impact of those activities, on an ongoing basis.

If selected as part of a sample, you will be asked to send in your CPD evidence for review. This is an opportunity to gain feedback.

## A Process to help you meet the requirements

On an ongoing basis

Reflect	consider what is expected of you and identify your development needs.
Act	undertake appropriate development activities.
Impact	consider the effectiveness of activities in meeting your needs.

## Annually

Declare: confirm your commitment to ongoing professional development.

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## Reflect

Realise and fulfil professional expectations, whatever line of work you are in.

### What is expected of you?

To focus on and always exercise the highest standards of professional judgement based on ethics.

## Professional Judgement

Recognising issues | **Assessing implications of your decisions** | Making confident decisions and recommendations | **Weighing competing issues** | Public interest concerns

## Ethics

Being aware of and observing the fundamental principles of Integrity | **Objectivity** | Competence | Performance | Courtesy

### Where have changes in your business environment or your role affected your ability to meet your responsibilities?

You need to be aware of the business and regulatory environment in which you operate and be technically up to date and personally effective.

## Business Awareness

Being aware of the internal and external influences, issues and pressures that have an impact on your role, your employer and stakeholders.

## Technical & Functional Expertise

Developing, maintaining and exercising the technical knowledge and specialised skills necessary to your role and responsibilities.

## Personal Effectiveness

Developing, maintaining and exercising the skills and attributes necessary to your role and responsibilities.

Applying professional judgement based on ethics in the workplace is the principal element because it underpins and runs through all the other areas.

## Act

Given what is expected of you as a professional, you judge what development you need to undertake and then choose the activities which best meet those needs.

It is about exercising your judgement to ensure the activity is appropriate, relevant and proportionate to your needs.

The type of activities that you might consider:

**Learning at work** | Interactions with experts | **Technical reading** | Conferences | **Courses and seminars** | Online learning | **Workshops with peers** | And many more

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## Impact

CPD requires you to consider the effectiveness of your development in meeting your professional responsibilities.

As a professional, you regularly review the decisions you make and their outcome; this informs your actions going forward. With the new approach to CPD, you are required to consider the impact of your development.

## Ask yourself

What is different? | **Am I better at managing my staff?** | Do I know what I don't know? | **Am I sure that we are now complying with the new legislation?** | When faced with an ethical dilemma, do I know what to do? | **Do I know enough to implement the new regulation?**

## Get feedback from others

## The Annual CPD Declaration

You are required to make an annual CPD declaration to the Association. We will remind you to do this when you receive your annual subscription notice each November. Your declaration will affirm that you have reflected on your responsibilities, undertaken appropriate development activities, and considered the impact of those activities, on an ongoing basis.

You can make your declaration:

→ in hard copy (with your subscription renewal).

If you require any assistance at this point, or if you feel that you cannot declare compliance for any reason, please contact the CPD team for guidance.

It is essential that all members comply with the CPD requirements. Members who intentionally and persistently seek to avoid their CPD obligations will make themselves liable to disciplinary proceedings

## CPD Evidence and Reviews

In the event that you are selected for review, you will be asked to submit evidence to support the CPD declaration you have made.

### Its substance:

- role and short description of work being done, i.e. some context for the reviewer
- what you need to get to grips with, e.g. expectations, responsibilities, changes
- what you have done, e.g. peer discussions, calling on experts, conferences
- consideration of what the difference is following the development and what the impact has been
- further plans you have in place for the future.

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## CPD Evidence and Reviews

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### Its form:

- free format
- format of your organisation's own professional development system
- format of another professional body
- Association's format which you can request from us.

## Make a start with some questions to consider

### Relect

- What changes and issues do I need to deal with imminently?
- What do my peers, employer and professional body expect of me?
- What capabilities do I need to enhance?
- Are there any updates I need on legal, regulatory or technical changes?

### Act

- What development activities would best meet my requirements?
- Would talking with peers, colleagues or other professionals help me?
- Will I be able to develop and learn through doing my job or should I attend a course or get individual coaching?
- What resources will I tap into to keep up to date?

### Impact

- What is different?
- Did I get the result I expected?
- Am I better at.....?
- Do others see a difference?