Helping you understand CPD – What is required?

CPD Log (Mandatory for all IEPAs/LIEPAs

CPD (Continuous Professional Development) is essential to ensure that you maintain currency in skills, legislation, knowledge, or approaches within the industry you work within.

It is required when you first start/apply for IEPA/LIEPA work, and then every year it must be submitted to your LIEPA within the <mark>Re-contracting Process</mark>. It is important that you maintain this throughout the year and submit as much detail as you can.

The key things in summary are.

The CPD log needs to be detailed and show what you did for CPD, and how it has supported you for the work you do as an Independent End-point Assessor

The CPD log needs to demonstrate how it supports you maintaining knowledge, currency, competency in the industry to be able to make assessment decisions

The CPD log needs to include a variety of CPD activities

The CPD log needs to meet the specific requirements of individual standards, which can be found in the assessment plan/person specification

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The apprenticeship standards look for assessors who are both qualified in the industry area, but also are working in industry and doing CPD to ensure they are up-to-date with key themes that apprentices will be doing day to day in the roles you are assessing them in.

It is essential that your CPD log demonstrate how you can offer current experience and development within the industry.

The CPD you include, MUST link directly to your vocational industry role, ensuring that you are current and have awareness and skills of current working practices, industry developments etc. General CPD, whilst useful, will not be considered for these roles.

What can be included? What cannot be included?

This is not meant to be exhaustive, however it does give an idea of the kind of things to include. Generic training, courses etc can be included, but not used alone.

What does count as CPD	What does not count as CPD
Training courses that develop your skills in your techniques that are used for practical skills, used with your role, or your setting. Standardisation meetings	Generic training courses, such as IT training course, Equality and Diversity etc
Reading to improve awareness and understanding of changes in legislation directly linked to your industry, your role, or roles within the setting	
Job shadowing to develop new skills directly related to the industry role, or to improve areas of weakness that have been identified	Taking additional qualifications that are around assessment, teaching, learning. These are not vocationally related qualifications to the industry area of the standard, they are wider qualifications
Attending industry conferences where there are seminar sessions, networking opportunities, lecturers, directly linked to skills within the role	
Working towards/ achieving industry specific qualifications related to the apprenticeship standard	

Example

Date	CPD Event	Summary of how this CPD has upskilled you in your role, industry, or sector to show currency and breadth across standards
01/11/18	Attendance at National Skills Conference for Business Administrators and Team Leaders working in Public Sector roles London - 2-day conference delegate Mixture of events – theory & practical Networking with other industry businesses	Attended lectures, seminars and sessions to learn new skills. Examples include digital conferring software, skills for improved efficiency, mentoring workforce to drive motivation and introduction to new Skype version for international working Training session ensured that current development in digital are covered and there were also practical session to cover software and how this is used in work