



CPD LOG BOOK

NAME:

PERIOD COVERED:

From:

To:

NOTE:

When submitting your CPD Log records you must include your name, your company and the total period covered by the submission and submission date ON EVERY SHEET

Continuous Professional Development

BDMA CPD Scheme

**THIS LOG BOOK & ACTIVITY RECORD
PROVIDES PROOF OF YOUR
PERSONAL PROFESSIONAL DEVELOPMENT
AND SHOULD BE KEPT SAFE AT ALL TIMES**

You can submit your CPD record by email to:

anne.roche@bdma.org.uk

or by post to:

BDMA, Harborough Innovation Centre

Harborough Innovation Centre

Wellington Way

Airfield Business Park

Market Harborough LE16 7WB

Continuous Professional Development

BDMA CPD

WHAT IS CPD?

CPD (Continuous Professional Development) can be defined as:

The systematic maintenance, improvement and broadening of knowledge and the development of personal qualities necessary for the education of professional and technical duties throughout the practitioner's working life.

or

The process by which a professional person maintains the quality and relevance of professional services throughout his or her working life.

The BDMA Continuous Professional Development Scheme

The world of professional practice is developing and changing all the time.

Competition has never been more intense, customers are more demanding and technology developments allow improved working practices and results. The knowledge base of practitioners within our industry continues to increase bringing new opportunities, new customers, new markets and new methods of working.

All of these changes demand new knowledge, new skills and the need for an increasing commitment to continuing professional learning.

KEY FEATURES An effective CPD Programme should be:

Continuous – throughout the practitioner's working life.

Professional/Organisation Focused – necessary for the execution of professional and technical duties and related to maintaining the quality and relevance of professional services.

Broad based – Covering knowledge, skills and the development of personal qualities.

Structured – systematic maintenance, improvement and broadening of the knowledge and skills base.

CPD is often mistakenly presumed to be restricted to formal off the job training courses and seminars or workshops. Increasingly, however, many bodies also recognise the relevance of other modes of learning such as:

- *Distance and open learning.*
- *Authorship of technical papers.*
- *Part time teaching and mentoring commitments*
- *Structured reading.*

Since it is possible to specify a time limit for the execution of all these activities they can be considered as discrete learning activities with defined start and end points.

Above all **CPD** must embrace the **continuous nature of professional learning.**

Details of your responsibilities and how the necessary CPD Points can be accumulated are shown in the following pages. You should read these carefully to ensure you comply with the requirements of the BDMA CPD scheme.

BDMA CPD REQUIREMENTS

Members must firstly register for the CPD Scheme by completing an application form, which is available online or via BDMA Administration. CPD Points can be accrued once registration is confirmed and your CPD documents and Log Book have been provided.

*NOTE: In some circumstances recent previous learning activities **may** be eligible for retrospective allocation of CPD Points. This will be at the discretion of the BDMA and can only be considered if proof is submitted at the time of application.*

Any agreed retrospective CPD Points will be acknowledged when the log book is issued.

PLEASE NOTE

- The number of points allocated to each type of learning activity is defined by the BDMA.*
- A member's own company in-house courses will carry an allocated number of points.
- Most external courses/learning events will also carry allocated points.

**Point allocations for a range of activities are shown on pages 4-5).*

BDMA EXAMS

The BDMA exam structure forms a key part of the overall CPD programme and some accredited categories require CPD Points to be accumulated prior to examination.

For example, members must have accrued 10 CPD Points within their current CPD year prior to sitting the *Technician* exam, or 15 CPD Points before sitting the *Senior Technician* exam. The activity log and copies of relevant certificates must be produced prior to sitting these examinations.

ONGOING PROOF and NON-COMPLIANCE SANCTIONS

After achieving accredited status **the learning process should not stop.**

To ensure the learning process for each individual is maintained the BDMA requires documented evidence to be kept, proving that a minimum of 20 points have been accrued each year, as a demonstration of a member's ongoing professional development

- If a member fails to prove that they have accumulated the required number of CPD Points they will be asked in the first instance to catch up.
- If a member cannot provide proof that they have caught up they may be required to re-take the last BDMA Exam for which they achieved a pass mark.
- If further evidence is not submitted on request, accumulated CPD Points will be revoked and the member must re-register.

IF THE MEMBER DOES NOT ACHIEVE A PASS WHEN RE-TAKING THE BDMA EXAM THEY WILL NO LONGER BE ACCREDITED AS A MEMBER OF THE BDMA.

Any member who disagrees with a decision in these circumstances is entitled to discuss their concerns with the BDMA CPD Auditor or other nominated BDMA representative

Failure to produce CPD records for audit when requested will be treated as non-compliance and accreditation will be suspended pending an exam re-sit

BDMA CPD DOCUMENTATION & APPROVAL

All learning activities must be submitted to the BDMA CPD Auditor for qualifying approval, UNLESS such activity is delivered by the BDMA with the associated CPD Points identified, OR the activity clearly meets the criteria for one of the allocation categories described on pages 4-5.

On registration for the scheme you will have been provided with all relevant CPD documentation and instructions.

- **The activity log** should be used to record all learning activities with their allocated points (see pages 4-5), and each activity must be signed off by a line manager or other authorised person.

Activity logs and supporting evidence may be requested for audit at any time and **must be produced** prior to sitting certain BDMA examinations.

Once a learning activity has been completed details must be entered in the activity log and documented evidence must be retained and made available if requested.

Documented evidence for structured courses or qualifying events is likely to be a certificate of attendance or course completion form, signed by the course tutor or event co-ordinator. Proof of other types of eligible activity may take the form of correspondence, receipts, in house work records, etc. It is essential that proof of all activity claimed is available on request.

You are responsible for keeping an accurate record of all learning activity.

- **Materials provided** include blank certificates of attendance, which may be used for any course or activity where course specific certificates are not provided, and evaluation forms which should be completed for each learning activity.
- **The self assessment or evaluation forms** are important, as they enable you to record what you have learnt, how you think this will contribute to your development/improve your performance, and how and when you expect to use the knowledge gained. **SELF ASSESSMENT** is a key part of CPD helping members to identify the value of each learning process.

MEETING YOUR CPD TARGET OF 20 POINTS PER YEAR

TOTAL CPD POINTS must include at least one formal structured training course. The remainder to be made up as individuals wish and can include additional formal structured training. However, the preference would always be for the total to include **as many different types of activity as possible.**

Formal structured training can be provided by any acceptable training provider. For an activity to qualify for CPD Points it must be relevant to the industry or the individual's career path.

EXAMPLES OF QUALIFYING ACTIVITIES & THEIR CPD POINTS ARE LISTED OVERLEAF

These should be used as a guide to the type of learning activity you should consider. Other comparable activities may also count towards your points total. If you are unsure if a particular course or activity can be included please contact the BDMA for guidance.

EDUCATING YOURSELF –

examples of points available for improving your own knowledge

ACADEMIC EDUCATION – (COURSE LENGTH 6 MONTHS AND ABOVE)

COLLEGE/UNIVERSITY/PROFESSIONAL QUALIFICATION

18 POINTS PER COURSE YEAR – to be claimed annually

(e.g. 3 year course would merit 18 points for each year)

FORMAL STRUCTURED TRAINING

BDMA COURSES (inc bespoke IN-HOUSE)	POINTS	INDEPENDENT PROVIDER/ INTERNAL-PARENT COMPANY	POINTS
Half-day intro session	4	Half-day intro session	3
One-day course	6	One-day course	5
Two-day course	12	Two-day course	7
		Three day-day course	9
		Four-day course	10
		Five-day course	12

CONFERENCES AND SEMINARS

NOTE: POINTS RELATE TO ATTENDANCE (not length of event)

BDMA EVENTS	POINTS	EMPLOYER/OTHER EVENTS	POINTS
Half-day attendance	4	Half-day intro session	3
One-day attendance	6	One-day course	4
Two-day attendance	12	Two-day course	8

STRUCTURED ACTIVITIES – 3 CPD POINTS each activity:

- On-the-job training (as part of a structured programme)
- Assessed self-managed learning (e.g. distance learning where assignments are sent to tutors for marking)
- Assessed computer-based training (CBT) packages where assessment modules must be

completed to progress through the course (completion certificate must be provided)

- Attendance at college (revision classes, etc.)
- IT training for business purposes

STRUCTURED ACTIVITIES – 2 CPD POINTS each activity:

- Unassessed industry related distance learning by online activity (per subject/course)
- Professional institute or trade body work including BDMA committees
- Writing for industry publications, e.g. Recovery Magazine, or internal company newsletters

UNSTRUCTURED ACTIVITIES – 1 CPD POINT each activity:

- Individual study using videos, TV programmes, audio tapes and on-line information gathering
- Reading technical articles, bulletins, manuals, professional briefs and technical journals (claim on a weekly/monthly basis – not per article/journal) Detailed record of activity must be kept

EDUCATING OTHERS –

examples of points available to trainers, lecturers, authors, speakers and those providing or creating formal education and related material

PREPARATION OR CREATION OF EDUCATIONAL MATERIAL –

10 CPD POINTS

- Preparation of structured course material (applies to whole course regardless of length)
- Preparation of educational lecture
- Writing technical paper of at least 1,000 words on an industry relevant subject which is published in an appropriate medium.

FIRST DELIVERY OF SELF PREPARED EDUCATIONAL MATERIAL –

5 CPD POINTS

- First time delivery of a self prepared structured training course (applies to whole course regardless of length)
- First delivery of self authored paper or lecture at a conference
- Published research
- Examination setting, creating examination papers or composing examination questions

ONGOING DELIVERY OF STRUCTURED TRAINING AND EDUCATION SUPPORT –

3 CPD POINTS

- Repeat delivery of a structured training course (applies to whole course regardless of length)
- Repeat presentation of own lecture or paper at a conference
- Work of a postal tutor
- Providing formal training to colleagues
- Examination moderation/invigilation
- Providing §Toolbox talks (Technical overview)
- Acting as a formal mentor to trainees or delivering on the job training

- Attending §Toolbox talk

EXCLUDED ACTIVITIES:

- General reading of press (i.e. reading which does not assist with your professional development)
 - Social activities in local or affiliated institutes or at work
 - Discussions, board meetings, sales meetings and promotional meetings
 - Activities carried on inside normal working hours which are similar to daily work
 - Routine day-to-day work, including internal meetings and discussions
-

§ A Toolbox talk is short duration regular training provided in house by either a line manager or a fellow worker often on the job. It usually involves taking a single aspect of a work related topic that has been the subject of previous formal training. Toolbox talks are often carried out in small groups or teams.

USE THE FOLLOWING PAGES TO RECORD ALL ACTIVITY FOR WHICH YOU ARE CLAIMING POINTS

Name: _____

IDENTIFICATION

Learning Activity:

Date: *DD/MM/YYYY* Duration: *DAYS/HOURS*

Venue (if applicable):

Supervised Unsupervised

Formal Structured Training / Conference / Seminar (see Log Book for points allocations not shown here)

Structured (3 points) / Structured (2 points) / Unstructured (1 point) Total CPD Points earned:

KEY TOPICS COVERED OR LEARNED

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VALUE OF THIS LEARNING ACTIVITY

Can I use this knowledge in my current role? Yes No

Has it helped my professional development? Yes No

Will it improve my performance? Yes No

Will it help me to gain more advanced accreditation? Yes No

How and when will I be able to use this knowledge?

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NOTES / REFERENCE MATERIAL (IF APPLICABLE)

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CERTIFICATE OF ATTENDANCE

This may be used to verify attendance at a course or education event delivered by any provider, including your company's in-house training

EVENT DETAILS

Title of Event:

Date:

Duration:

Venue:

Sponsored/Hosted by:

DELEGATE DETAILS

Delegate Name:

Membership status/Qualifications (e.g. BDMA.Tech/CII/AFRA, etc.):

Company:

Contact Number:

email:

I confirm I have attended the above event/course (signed):

CONFIRMATION OF ATTENDANCE (TO BE COMPLETED BY EVENT CO-ORDINATOR OR THEIR REPRESENTATIVE)

BDMA CPD Points allocated to this event/course:

Event/Course co-ordinator/representative (name):

I confirm the above named is registered as a delegate for this event/course and has attended for the requisite period of time (signed):

Date:

PRINT NAME:	PERIOD FROM:
COMPANY:	TO:

Page of submitted	Total points carried forward from previous sheet (if applicable)	
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DATE	ACTIVITY	PROVIDER	APPROVED BY	POINTS

I confirm the above is a true record of CPD undertaken within the period identified above Total Points* / Points carried forward* <small>*Delete as applicable</small>	
Signed:	
Date submitted:	

PRINT NAME: _____ **PERIOD FROM:** _____
COMPANY: _____ **TO:** _____

Page of submitted Total points carried forward from previous sheet (if applicable)

DATE	ACTIVITY	PROVIDER	APPROVED BY	POINTS

I confirm the above is a true record of CPD undertaken within the period identified above | **Total Points*** / **Points carried forward***
*Delete as applicable

Signed: _____

Date submitted: _____

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PRINT NAME:

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TO:

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Total points carried forward from previous sheet (if applicable)

DATE

ACTIVITY

PROVIDER

**APPROVED
BY**

POINTS

DATE	ACTIVITY	PROVIDER	APPROVED BY	POINTS

I confirm the above is a true record of CPD undertaken within the period identified above | **Total Points* / Points carried forward***

*Delete as applicable

Signed:

Date submitted:



If found please return to:

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Wellington Way
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Market Harborough
Leicestershire LE16 7WB**

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Continuous Professional Development