



CONTINUING PROFESSIONAL DEVELOPMENT SCHEME

Developing and Demonstrating Professionalism

Professions such as ours are characterised by:

- Inclusivity and exclusivity
- Ethical and disciplinary codes
- Codification and dissemination of technical knowledge
- Judgement by peers and self-regulation
- Multi-disciplinary working
- Practitioners exhibiting individual & collective self-esteem & self-confidence
- Having Associations that promote trust, mutual understanding and respect
- Policy-makers, courts, politicians, the media and the public normally defer to judgement of professional practitioners
- Emphasis on keeping abreast of best practice

Professionalism relies on:

- acting like a professional practitioner
- networking
- being 'in the swim' of new ideas
- knowing where power lies and how it is exercised
- evidence-based and impartial judgement
- willingness to give reasoned defence of decisions
- peer-review
- policy dialogues: Governments, cognate bodies
- excellence/achievement: celebration and certification
- over-riding commitment to public well-being
- regular continuing professional development

The Licensing Profession

The Institute of Licensing (incorporating the Society of Licensing Practitioners) is the pre-eminent organisation for licensing professionals. Its Objects include advancing the development, evaluation and recognition of professional skill, technical competency, ethical conduct and practical achievement in the field of licensing and regulatory activity for the benefit of the public

Membership of the Institute entails a continuing obligation on each member to demonstrate and develop their own professionalism; and to support and advance their profession.

In addition to the skills, competencies and experience they brought to the profession at the outset from their earlier background, this requires all members to identify the specific additional attributes acquired and still needed for successful professional practice in their chosen fields, including those that can be developed by formal or informal education, training or private study. Only in this way will licensing practitioners and the licensing profession become fully recognised by governments, academic bodies, employers, clients, and other professions.

Institute of Licensing CPD scheme

In any profession, Continuing Professional Development (CPD) can be demonstrated by means of participation in a course, lecture, seminar or other programme or method of study (whether requiring attendance or not) that is relevant to the needs and professional standards of that profession.

For Institute Members, the most effective way of showing that such participation has taken place is to complete annually the Institute's CPD form. This is available from the Institute's chief executive or from the website at www.instituteoflicensing.org.

Members are invited to list, list, analyse and comment on the CPD activities in which they have engaged over the previous year. A submission that does not give the objectives for each item will not be deemed acceptable.

Within two months of submission the Institute will certify that the form has been received on a given date.

For up to six years after submission the Institute reserves the right to insist on receiving and being able to review the evidence on which a CPD claim rests, including checking with individuals and institutions named on the form. But responsibility for correct completion of the form always rests with the Member. Making an incorrect claim will automatically be regarded as a serious Disciplinary Offence under the Institute's Code of Ethics, and could lead to expulsion.

Members who have not been working due to illness, unemployment, or maternity leave etc should indicate this (and give the means of verifying it) on the form; and state whether this has led to any restriction in their CPD during the year. The same goes for those who change jobs.

As it will not be possible to backdate records or verifications, it is important for each Institute Member to begin the process of systematic recording of CPD at the earliest opportunity. In principle each submission under the CPD scheme should be for a 12-month period, but some latitude will be exercised to take account of the incidence of courses or exceptionally busy or slack working periods.

Under no circumstances will any CPD activity undertaken more than 18 months before the date of submission be admissible. Other than courses that span more than one year (such as a professional qualification or degree) no activity may count in more than one year, unless a clear split is indicated on the form (with a brief explanation).

It is the Institute's practice to issue attendance certificates at many of the Institute's own events. Where issued, these should be referred to on the form.

It is expected that future employers will require proof of CPD as a key part of their recruitment and retention processes.

Institute of Licensing and CPD schemes of other bodies

It is the Institute's practice to issue attendance certificates at many Institute events. Such certificates are often acceptable to other bodies, but the Institute will normally be able to provide further evidence or information should that be required by other bodies.

There is the opportunity on the form to claim CPD hours, but the Institute is not in a position to certify that the hours claimed will comply with the various schemes of different professional bodies.

The fact that a given activity has been used to satisfy the CPD requirements of another professional body will not prevent a Member from using it for their own Institute CPD requirement.

Suggested Benchmarks for a CPD programme

While not prescriptive, the following programme could be considered typical for an Institute Member.

An experienced Member could be expected to undertake 12 hours of professional development each year. Someone new to the profession would normally expect to undertake 15 hours of professional development each year.

Of this, a third would normally be met by participation on formal courses or seminars. About the same percentage would typically be spent attending other conferences or technical meetings. The final third would typically be contributed through reading or writing relevant literature, texts, books and articles; and/or preparing or delivering training courses (except where the Member is a professional training provider).

Provided the activities can be shown to be related to professional advancement, and contribute to the development of professional skill and knowledge, they may include a mixture of activities on licensing itself and on business, local government, community safety, administration, management, customer psychology or consultation procedures.

Activities can include the following, but note that the time devoted solely to routine business or governance of the Institute or another professional body will not count:

- Structured formal courses
- Institute Conferences
- Working parties and other committees
- A distance-learning course which involves assessment by dissertation or written examination
- Formal study for qualifications
- Seminars, regional meetings, conferences organised by the Institute
- Attending meetings of specialist committees and/or working parties of the Institute, or relevant professional or other competent bodies
- NVQ and similar courses with a direct relevance to licensing practice
- Study at under-graduate degree level or above in a relevant subject
- The Certificate of Higher Education in Licensing Law or equivalent qualifications
- Courses provided by professional training providers who submit the proposal form attached to the appendix to this scheme
- Courses accredited by other professional bodies which are of relevance to licensing practise
- Research
- Participating in any campaign relating to the promotion of good licensing practise
- Research and writing of a dissertation or other similar work

INSTITUTE OF LICENSING CONTINUING PROFESSIONAL DEVELOPMENT RECORD
 To be used in conjunction with the Institute of Licensing CPD Scheme (April 2007)
Note: this form is designed to be completed electronically if required

Name of Member: _____ **Region:** _____
Membership level: Full Member **CPD year** 1 April - 31 March 2007

Institute Member since (year): _____

Date(s)	Type of activity	Objectives & How they were to be achieved	Details (eg course title, name, venue, provider etc)	Comments /Evaluation	What supporting evidence exists about the activity?	Number of hours credit claimed

General Comments, including those on recognition of the profession:

Submission of CPD activity form received (but not validated) by:

Regional officer (name & designation): _____ Signature: _____ Date: _____

Other officer (name & designation): _____ Signature: _____ Date: _____

