

CPD Grading & Guidance Table			
IAgSA strongly advocates CPD for all Members and Associates, however CPD is compulsory for all Associates and Members who joined after 1st October 2011		CPD1	CPD2 onwards
Annual CPD Points Required		Any Points	15
CARRYING OUT YOUR CPD - WHAT TO DO? The 4 Steps to CPD			
		Documentation to complete	
1. Assess	Consider what training you require for the next 12 months complimenting and achieving your career aspirations and enabling you to keep up to date with current developments. This should ideally be completed by the end of October.	Skills Check List	Optional ✓
2. Plan	Complete your training plan for the forthcoming year. This should ideally be completed by the end of October but may also be altered during the year.	Development Plan	Optional ✓
3. Action	Attend relevant training and enter on your CPD online record. Place evidence (attendance record/workshop materials) in your portfolio. Complete after every training event.	Individual Training Record	✓ (at least one activity) ✓
4. Evaluate	At regular intervals review the training you have undertaken and adjust your development plan.	Development Plan Review	Optional Recommended
Summary Record and Portfolio Building			
	At the end of the year the CPD Summary Record should be completed and submitted by the 14th October to the IAgSA Office.	CPD Summary Record 1st October - 30th September	✓ ✓
	The Skills Checklist, Development Plan and individual training records should be used as evidence supporting your CPD activities and should be cross referenced and filed in your CPD Portfolio. Include items such as attendance records, certificates, pictures, training materials and examples of reading material. <i>If you wish to enter the Elizabeth Roe Award Competition you will need this portfolio.</i>	Portfolio of Evidence	✓ ✓

FURTHER GUIDANCE NOTES FOR CPD

HOW DO I KNOW WHAT LEVEL CPD MEMBER I AM?

The CPD grading is very simple, in your first year of CPD you are graded as CPD1 and this then runs on consecutively, CPD2, CPD3 etc. If you are forced to miss a year of CPD due to having an Incapacity Record approved (see below) your grading will simply not advance to the next sequential number. When you recommence CPD the numbering will continue.

STRUGGLING TO FULFIL YOUR CPD POINTS FOR THIS YEAR?

CPD Incapacity Form is available to candidates who, through circumstances beyond their control feel that they will not be able to meet the points required for their CPD year. If you require an incapacity form to have your number of points reduced or to be excluded from CPD for one year please contact the National Office on 01604 770372.

COMPLETING YOUR CPD VIA PAPER FORM

Unfortunately we are no longer able to accept paper submissions of your CPD.