



Continuing Professional Development Fact Sheet – November 2018

What is CPD?

CPD stands for *Continuing Professional Development*. It refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn and then apply. The term is generally used to mean a physical folder or portfolio documenting your development as a professional. Some organisations use it to mean a training or development plan but this is your organisational decision to make.

Its function is to help you record, review and reflect on what you learn. It's not a tick-box document recording the training you have completed. It's broader than that.

How to get started?

From the smallest one-person business, through to an organisation employing thousands of people, CPD can be as complex or as simple as you need it to be.

As a basic starting point, you should be recording your regular ongoing development in documents such as:

- ✓ A Training Log, especially for FCA regulated firms;
- ✓ 1-2-1 Performance Reviews documents with their manager;
- ✓ Appraisal Meetings (annually or half-yearly or both);
- ✓ A Personal Development or Action Plan.

By documenting what you have learned, however briefly, you keep a running record of achievement. No matter how good your memory is, you won't remember everything you have done!

What is CPD activity?

Below is a suggested, but not exhaustive, list of recognised CPD activities that you could undertake in any given CPD year to meet mandatory and voluntary learning and development objectives, both organisationally, professionally and personally.

To help you, below are some common examples of CPD activities you might undertake and record on a CPD Log:

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Work based learning:

- E-Learning
- Discussing ideas with colleagues
- Performance Meetings
- On the job training with your manager

Professional based learning:

- Coaching others
- Giving a team presentation
- Networking at events e.g. Forums, Conferences, etc.
- Membership of a professional body e.g. IMI, ACA, ICFM.

Formal/Educational learning:

- Attending a training programme
- Studying towards a professional qualification e.g. City & Guilds, SAF, etc.
- Putting together a training session for colleagues

Independent Learning:

- Reading industry publications
- Working towards a new job role
- Mentoring or coaching someone
- Reviewing what you have learned

Why should I do this?

Within the BVRLA Code of Conduct we highlight the responsibility of members to continue to train and develop their people in line the regulations and standards of the industry they work in.

For **FCA regulated firms**, the FCA Handbook states that “a firm must review on a regular and frequent basis employees’ competence and take appropriate action to ensure that they remain competent for their role (2.1.12).” It goes on to state that “a firm should ensure that maintaining competence for an employee takes into account such matters as (a) technical knowledge and its application; (b) skills and expertise; and (c) changes in the market and to products, legislation and regulation (2.1.14).”

The FCA go on to give examples of what continuing professional development might look like, for example, structured courses, seminars, lectures, e-learning and so on.

How will the BVRLA award CPD?

In terms of CPD activity, the BVRLA will award members who engage with the BVRLA’s learning and development opportunities through the assignment of points and time spent in balance to the effort and time set aside for continuing development.

For the BVRLA, any event Awards will be given in the following simple ways:

- Training Certificates issued after attending a BVRLA training course;
- On Accreditation or Qualification certificates issued;
- On any BVRLA Fact Sheet or Publication;
- On your post attendance email for a Forum, Congress, Conference or other similar event.

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NOTE: We cannot award CPD for development activities outside of those provided by the BVRLA on behalf of its own members.

The Logo will look like this:



Guidance:

The BVRLA aims to award a point and time spent equivalent for activity based on time spent and in proportion to the effort involved in completing development. The award is calculated as follows:

1. 1 hour of time equals 1 CPD point;
2. The minimum award for any activity will always be 1 CPD point irrespective of time spent;
3. If ½ hours are involved in the timings of an activity then we round up, not down.

For those members who wish to keep an individual CPD log we have also provided a CPD Log sheet available at Annex A.

On the next page, you will see a breakdown of the CPD Awards available through the BVRLA.

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BVRLA CPD Points Guide:

The BVRLA recommends a minimum of 30 hours of CPD activities per year

Development Activity Type	Description	CPD Awarding Points/Time
Training Courses	<ul style="list-style-type: none"> - BVRLA Fair Wear and Tear Training - Customer Service Webinar Programme - Introduction to Daily Rental - Introduction to the Vehicle Fleet Industry - Selling Contract Hire - Selling, Regulation & Compliance for Leasing Brokers - NLP Skills for Sales Professionals - Counter Terrorism Awareness for Rental Firms 	<ul style="list-style-type: none"> 8 CPD Points/8 hours 12 CPD points/12 hours 8 CPD points/8 hours 8 CPD points/8 hours 16 CPD points/16 hours 8 CPD points/8 hours 8 CPD points/8 hours 5 CPD points/5 hours
Accreditations	<ul style="list-style-type: none"> - IMI Level 2 Assessment - IMI Level 3 Assessment 	<ul style="list-style-type: none"> 3 CPD points/3 hours 5 CPD points/5 hours
Qualifications	<ul style="list-style-type: none"> - Rental Operator Skills Certificate - Certificate in Fleet Management 	<ul style="list-style-type: none"> 25 CPD points/25 hours 40 CPD points/40 hours
Events	<ul style="list-style-type: none"> - Asset Management and Risk Control Forum - Fleet Technology Congress - Industry Outlook Conference - Leasing Broker Conference - Residual Value and Remarketing Forum - Technical and Operational Management Forum - Webinars 	<ul style="list-style-type: none"> 4 CPD points/4 hours 8 CPD points/8 hours 8 CPD points/8 hours 8 CPD points/8 hours 4 CPD points/4 hours 4 CPD points/4 hours 1 CPD point/1 hour
Reading and Research	<ul style="list-style-type: none"> - Reading a BVRLA guide - Reading a BVRLA factsheet - Reading BVRLA News 	<ul style="list-style-type: none"> Variable

BVRLA Contacts:

training@bvrla.co.uk or call 01494 434747

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Continuing Professional Development (CPD) – Learning log



Name:	Job title:
CPD Year:	BVRLA Membership Number:

What training, learning or development activity have you done?	Date you did this?	BVRLA Award (e.g. points awarded or time spent)	How did you undertake this development activity? (e.g. short course; training; NVQ; e-learning; shadowing, reading; new duties or activities etc)	What did you learn from this?	How has this learning made a difference to your work and improved the way you work? (e.g. statutory/mandatory trained; customer satisfaction, improving business; meeting your own personal learning needs etc)
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2.					
3.					
4.					
5.					
6.					
7.					
8.					