Continuing Professional Development (CPD) Policy

1. Introduction

This document outlines Kaizen Certification Ltd's Continuous Professional Development (CPD) policy and provides the recording template for members to document their professional development activities. This policy ensures compliance with Level 2 SORs §4.2 and Appendix 4.2 requirements.

2. CPD Requirements

2.1 Minimum CPD Hours

- Primary Strand: 10 hours per year minimum
- Additional Strands: 5 hours per year for each additional strand beyond the first
- Example: A member with OCDEA + NDEA L3/4 accreditation requires 15 hours total (10 + 5)

2.2 Certified CPD Requirement

- Minimum 50% of annual CPD must be certified CPD
- Certified CPD means hours validated by certificate of attendance or completion
- Remaining 50% may consist of self-directed learning activities

2.3 Record Keeping

- Members must maintain up-to-date records throughout the 12-month membership period
- CPD records must be submitted annually as part of membership renewal
- Records will be stored against the member's contact record

3. CPD Categories

3.1 Certified CPD (Minimum 50%)

- Training courses with certificates of completion
- Professional conferences with attendance certificates
- Webinars with completion certificates
- Formal educational programmes
- Industry workshops with documented outcomes

3.2 Self-Directed CPD (Maximum 50%)

- Reading relevant technical publications
- Online research into industry developments
- Reviewing updated legislation and conventions

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- Participating in professional forums
- Case study analysis and reflection

4. Personal Development Plan (PDP)

4.1 Purpose

Members must produce a Personal Development Plan that:

- Sets out professional objectives
- Identifies areas for improvement
- Plans relevant CPD activities
- Is reviewed periodically

4.2 PDP Components

- Current Role Analysis: Description of current responsibilities
- Skills Assessment: Identification of strengths and development needs
- Learning Objectives: Specific goals for the coming year
- Planned Activities: How objectives will be achieved through CPD
- Review Dates: Regular assessment points throughout the year

5. CPD Audit Process

5.1 Annual Surveillance

- Kaizen Certification Ltd will audit a minimum of 5% of members annually
- Selection will be random and avoid members audited in the previous 4 years where possible
- Members will be notified via email with audit instructions

5.2 Submission Requirements

Selected members must provide:

- Completed CPD recording template
- Certificates for certified CPD activities
- Evidence of learning outcomes
- Updated Personal Development Plan

5.3 Assessment Criteria

Auditors will assess:

- Relevance: CPD relates to member's accreditation strand(s)
- Quality: Activities demonstrate meaningful professional development
- Scope: Sufficient breadth of learning activities

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- Documentation: Adequate evidence of completion and learning

6. Non-Compliance Consequences

6.1 Failure to Submit CPD

- Members failing to submit CPD records will be suspended after 15 working days
- Suspension remains until satisfactory CPD record is provided

6.2 Insufficient CPD

- Members not meeting minimum requirements will be notified in writing
- 15 working days provided to submit additional evidence
- Follow-up audit may be conducted
- Continued non-compliance may result in disciplinary action

7. CPD Conflicts of Interest

7.1 Training Provider Independence

- Kaizen Certification Ltd will not mandate specific training providers
- Any links between Kaizen and training providers will be declared
- Members have freedom to choose appropriate CPD activities
- Charges for competency testing only apply following disciplinary-mandated training

8. Annual Submission

All CPD records and evidence must be submitted via the audit system each year. Submissions are due within one month of the end of your CPD year. The submission should include:

- A complete log of CPD hours for each strand.
- Copies of certificates or other proof for certified activities.
- Any supporting notes or files demonstrating how the CPD relates to your role.

Failure to submit CPD by the deadline may affect your membership status or trigger an audit review.

9. Recording Procedure

The procedure for entering CPD records is documented within the audit system. From your dashboard, navigate to My CPD to add activities, upload evidence and view your progress against the annual requirements. See the "CPD Logging Functionality" help section in the audit system for detailed instructions.

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SOR CPD controls

- Remedial training required following disciplinary action does not count towards the member's annual CPD requirement.
- Where a member belongs to more than one scheme, cross-scheme suspension is not required where each scheme can evidence validated CPD records for continued membership.

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