ACC-403 – CPD Policy

Purpose

The purpose of this procedure is to describe the Continuing Professional Development requirements.

Scope

This procedure relates to all strands offered for membership. It is the role of the ecmk to ensure that all members undertake Continuing Professional Development (CPD) each year.

Responsibilities

The Scheme Manager has overall responsibility for the implementation of this procedure, for ensuring that all staff has access to the current issue of the procedure and that they are adequately trained or experienced to carry out the tasks specified.

Changes to Requirements

Where there are changes in software, Scheme Operating Requirements (SOR), and any other changes which materially affect the way in which EPCs or Reports need to be provided, or the way members operate, then ecmk need to make the members aware. This may take the form of a technical note or may be classroom-based training.

There is no set time required for this type of CPD. It is the requirement that the member maintains their professional competence by undertaking whatever training is necessary to keep up to date with changes in requirements.

ecmk may, where necessary, check the competence of members following this type of training and shall keep records to demonstrate this has been undertaken.

ecmk

Disciplinary Procedure Requirements

ecmk monitor the quality of work being produced by the members through the QA process and ongoing monitoring of helpdesk usage and customer complaints. If through this monitoring it is seen that a member requires some remedial action, then ecmk will supply some suitable training. This may take the form of a technical note or more formal classroom-based training.

There is no set time required for this type of CPD. It is the requirement that ecmk specify appropriate training and subsequent compliance regime for the members as needs become apparent.

ecmk will keep records which demonstrate that the necessary remedial action has been undertaken. We also reserve the right to test members where necessary.

Disciplinary CPD does not count towards the yearly CPD hours count.

Other Professional Development

ecmk will work with members to develop a personal development plan which meets the requirements of the individual member, outside of the above two categories.

The types of CPD that ecmk feel are appropriate to our members are as follows:

• ecmk classroom training.

• ecmk webinars.

• ecmk road shows or workshops.

• Other Accreditation Scheme CPD.

• Various exhibitions and seminars.

• Reading is not acceptable as CPD unless accompanied with details of the reading material the learning outcomes of the material read

For this type of CPD it is a requirement that a minimum of 10 hours is achieved per annum with at least 5 hours being directly relevant to the strand. When a member is accredited in more than one strand an additional 5 strand specific hours per strand, per annum will be required.

All CPD will be recorded on Assessor Hub by either the member or the Accreditation Administrator. This includes Changes in Requirements and Disciplinary Procedure Requirements.

If members have not undertaken CPD in any of these areas (as required), ecmk will take reasonable and proportionate disciplinary measures whereby the member's account will be suspended until they have completed the necessary CPD.

Any events that a member wishes to attend and use as suitable CPD must firstly be approved by ecmk. The member needs to provide ecmk with details of the event along with how this meets the National Occupational Standard for the strand in which they are accredited.

CPD Monitoring

ecmk monitor all CPD records at the annual renewal of the member to ensure the minimum requirement has been met.

Document Control

Publication Locations	Path
Internal	Scheme Documents\Published

Version	Description of Change	Editor	Date of issue
3.4	Periodic update	Kirsty Deighton	07/02/2018
3.5	Spelling and new SOR update	Stephen Farrow	05/07/2024
3.6	Formatting fixes	Stephen Farrow	09/08/2024
3.7	Periodic update	Joe Mellon	05/04/2022
3.8	Minor corrections	Joe Mellon	26/04/2022
3.9	Periodic update	Joe Mellon	04/04/2024