#### Guidance for SiLC CPD submission



#### Introduction to CPD

Land condition is a very wide-ranging discipline and is evolving, expanding and continuously developing. The SiLC Professional and Technical Panel (PTP) recognises that development and growth in professional knowledge and skills is essential. Continuing Professional Development (CPD) is defined as the responsibility of individuals to maintain their professional credibility by demonstrating that their knowledge, understanding and skills are maintained, developed and updated.

* Demonstration of CPD shows commitment to your professional development and maintenance of high standards.
* It is a requirement of the SiLC Code of Practice.,
* It is a useful tool to use to evaluate your achievements of the previous year, and to identify and prioritise your future development needs.

Point six of the SiLC Code of Practice:

“Continually work to maintain and improve their knowledge using a combination of training and practical work; and give reasonable assistance to candidates wishing to enter the profession.”

All registered SiLC are required to sign a declaration with regard to CPD. The declaration is attached to this guidance.

#### CPD Requirements

You can document your CPD with a variety of activities, and you should provide evidence of maintenance and development of your knowledge, your competence, and your awareness of relevant legislation and best practice.

Maintenance of Professional Body Membership is a requirement for an individual to remain registered as a SiLC. The majority of SiLC have a Professional Body requirement for CPD submission and this may be used for your CPD submission when requested. For those SiLC who have no official requirement, or whose professional body does not provide a CPD record sheet, a SiLC CPD log sheet is attached to this guidance.

* Log sheets of CPD may be submitted in any format:
	+ The CPD return acceptable to your Professional Body;
	+ The log sheet provided with this document;
	+ Any other logical format. Your evidence should be clearly presented and include a brief account of skills and knowledge gained from each activity.
* Those sections of the CPD submission that are relevant to SiLC Criteria should be highlighted.
* Additional logs may be added that are specific to the SiLC Criteria as required.

You should update your CPD log regularly, and be prepared to submit it to the PTP if requested. You should keep evidence and verification sources of your CPD activities (where appropriate) as these may be requested during a review.

These guidelines are intended to provide direction and guidance for registered SiLC and are not prescriptive. You are expected to be proactive and develop an individual CPD plan.

The SiLC PTP has not set a minimum level of CPD (in terms of hours) for SiLC, or set up a system of allocating points for any CPD undertaken.

#### What to include in a CPD submission when requested

* Log of maintaining and improving knowledge and understanding, with particular consideration to the SiLC criteria;
* Log of the application of knowledge and understanding relevant to land condition across the range of professions involved;
* Log of use of communication skills, internal and external; and
* Log (where appropriate) of assistance to candidates entering the profession.

**Qualities that might be included:**

* Specific technical knowledge and or skills, especially those outside the remit of usual work (for example, a chartered geologist may need to further develop understanding of the role of chartered surveyors and vice versa);
* Knowledge of relevant new legislation;
* Management techniques;
* Problem solving;
* Communication skills;
* Leadership / management skills.

**Developing a CPD Plan**

* Set objectives with a realistic challenge and target levels to achieve;
* Choose a preferred method of learning (or combination);
* Include SiLC Criteria requirements
* Reflect on activities and evidence of skills acquisition; and
* Identify personally suitable potential subjects and qualities as suggested above.

**CPD Activities**

Below is a list of examples that may contribute towards CPD if undertaken in relevant subject areas. The list provides examples, but is not exhaustive. If you are unsure whether or not an activity will be deemed relevant please include it.

* Day to day practice (projects, role, writing reports and peer reviews)
* Development of skills and knowledge through work-based activities
* Keeping up to date with legislation and regulation
* Team work, leadership, staff management and coaching
* Involvement with regulators on specific issues and local policy development
* Policy and practice formulation, consultations
* Teaching, lecturing, tutoring, development of courses, procedures and policy
* Attending training courses, seminars, conferences or workshops, including knowledge/skills gained
* Attendance at or presenting at SiLC training/assessor days
* In-house training and distance learning programmes
* Voluntary work in support of a suitable area
* Involvement in working groups/focus groups/forums/panels/professional bodies
* Reading relevant journals / magazines
* Networking
* Writing papers and articles
* Technical meetings/briefings/presentations

#### Submitting your CPD Log to the PTP

The SiLC Secretariat will make an annual request for CPD logs from a sample of SiLC. You should return your log within two weeks of the request. The PTP will review the submissions and may request additional information and verification of evidence. The date of your last satisfactory CPD return will be noted on the Register. If you do not submit a satisfactory CPD return when requested, this will also be noted on the Register. Failure to submit evidence of CPD on request may, as a last resort, result in your SiLC registration being revoked.

The PTP recognises that circumstances may arise where you are unable to undertake an active CPD programme, for example illness, career break and maternity leave. In these circumstances you should make a written request to the SiLC Secretariat for consideration for exemption by the PTP, and the requirement for CPD may be waived for a specified period of time. Exemptions will be considered on a case by case basis, and you should if possible endeavour to keep abreast of current developments in your field by reading etc.



**Declaration of Continuing Professional Development**

I declare that as a Registered SiLC I am proactive in my approach to Continued Professional Development (CPD) and keep an up to date personal development plan and logs of the CPD undertaken.

[ ]  I am a member of ……………………............................................(professional body) and have complied with their CPD requirements.

AND/OR

 [ ]  I have completed my CPD return using the SiLC Log-sheet (see below)

AND/OR

 [ ]  I have completed my CPD return using my own format of CPD log

I understand that as a Registered SiLC, the Professional and Technical Panel may request to see my CPD plan and logs. I agree to provide these within two weeks of receipt of the request in either an electronic or written format.

I understand that non-conformance with this requirement may result in my losing SiLC Registration.

Signed…………………………………………………………………………….

Print Name…………………………………………………………………………

SiLC Registration No……………..

Date………………

SiLC Registration Continuing Professional Development Log-sheet

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Initials |  | Employer details  |  | Sheet |  | of |  |
| Address for correspondence |  |  | for the period of |  | to |  |
|  |  | Registrant No.  |  |
|  |  |  |
|  |  |  |
| Tel |  | Tel |  |  |
| Fax |  | Fax |  |  |
| Email |  | Email |  | Date Registered |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of activity** | **Time****days or hours** | **Description of activity, objective and reflection on skills/knowledge gained** | **Verification source (e.g. certificate of attendance, witness statement, report of outcome, name of contact)** | **Originator of activity** |
| *EXAMPLE**(date)* | *1 day* | *SiLC Training Day**-Training received on the criteria for becoming a SiLC and how to prepare for SiLC assessment* | *Certificate of attendance*  | *(Training day organiser)* |
|  |  |  |  |  |
|  |  |  |  |  |