SiLC CPD Audit
Guidance for Assessment of SiLC CPD Returns – November 2022

Introduction
It is a requirement for those individuals registered as SiLC to be proactive with their Continuing Professional Development (CPD). Demonstration of CPD shows a commitment to professional development and maintenance of high standards.

CPD should be appropriate to the role undertaken by the SiLC. The PTP provides guidelines for registered SiLCs but the format is not prescriptive, although SiLCs are recommended to use if possible their professional body format. The PTP will request a sample of CPD returns on a random selection basis, and a SiLC should submit a return within 3 weeks of the request.

- **Sampling**
  - Annually.
  - 5% of SiLCs each year.
  - The same SiLC will not be asked again for at least 3 years.

- **Assessment Process**
  - The Secretariat maintain a list of SiLC CPD Auditors.
  - The audit process will be anonymous, and the Secretariat will remove personal details from each CPD return before sending to auditors.
  - Any obvious conflicts of interest, eg working for same company, will be checked prior to returns being sent to auditors.
  - Each CPD return will be sent to two auditors for review. A third auditor will be nominated in respect of each return, but this auditor will only receive the return in the event that there is disagreement between the first two auditors.
  - Review checklist is provided below.
  - Action if satisfactory - email to be sent by Secretariat to the individual SiLC.
  - Action if unsatisfactory – Secretariat to request more information and forward this information to the auditors. In the event that the additional information is still unsatisfactory or not forthcoming, referral will be made to the PTP by the Secretariat. The main purpose is to assist SiLCs to maintain appropriate CPD.

- **Assessment of CPD Returns**
  - Reference should be made to the SiLC CPD Guidance when carrying out an audit of a CPD return.
  - Whatever format is used for the CPD return, the return should present the achievements of the previous calendar year or previous 12 months and be useable as a tool to assess future development needs.
  - The activities should not all just be project work, unless the project work also involves research and learning of new skills.
  - Ideally a range of CPD is necessary involving; desk-based research; attendance at webinars, lectures, seminars, workshops, or conferences (online is equally acceptable to physical attendance); reading of technical papers/articles, guidance documents, legislation, etc; participation in committees, working groups, review panels; presentation at workshops, seminars, conferences, etc; or other forms

of interaction which enable the acquisition of new knowledge and/or skills.

- o The return should include some activities that relate to the SiLC Criteria and Code of Practice, for example developing better communication skills, providing assistance to those entering the profession and familiarity with the NQMS.
- o It is likely to not be possible for an individual to provide specific evidence/verification of many of the activities on the CPD return. However, there should be sufficient for the auditor to be able to satisfy themselves that the person has actually carried out the activities recorded. An example would be reference in the return to the organisers of say a webinar such that a check could be made on attendance, if necessary, although it is not proposed that this step is taken by the auditor unless there are concerns.

- **Consequent actions**
  - o Notification in SiLC Register of date of last CPD return.
  - o In the event of referrals as noted above, the PTP will decide what further action is to be taken. In the first instance this is likely to be a further request for a CPD return or for further information. As a last resort, if all else fails, the SiLC could be removed from the register.
  - o Secretariat to keep records of requests, returns and outcomes in accordance with the SiLC Data Protection Policy.
  - o CPD returns to be deleted/destroyed by auditors, including removal from all digital media, on completion of the review and when notified by the Secretariat that their recommendations have been accepted by the PTP.

Checklist for Assessing SiLC CPD Returns

Name of SiLC	
Date CPD return requested	
Date all required documentation received	
Auditor	

Item	Comments	Meets Requirements Y/N
What has been sent? ☐ Prof Body log ☐ SiLC log ☐ Own format		
Feedback comments		
Overall - CPD return satisfactory ☐ unsatisfactory ☐		

Actions – satisfactory return	
Return form to Secretariat	
Secretariat informs SiLC (by email)	
Entry on SiLC Register	

Actions – unsatisfactory return	
Return to Secretariat	
Ask SiLC for more evidence	
Send additional evidence to Auditor	
Additional evidence satisfactory: actions as above	
Additional evidence unsatisfactory: refer to PTP	