

The SLSGB Guide to Continuous Professional Development

What is Continuing Professional Development?

Continuing Professional Development (CPD) is the process of continually updating and improving your knowledge and skills throughout your professional life. Typically it takes place through some form of training or learning activity, and is standard practice for members of professional organisations.

Why is SLSGB introducing a CPD scheme?

SLSGB is committed to producing what we deem some of the best Trainer Assessors and Coaches within the Surf Life Saving world. By introducing a CPD scheme, we will be able to evidence that our Educators are at the forefront of education, training and coaching, and that they have the most up-to-date knowledge and skills. By recognising the learning you do, CPD also gives you the chance to take an active role in your career development, and to pursue any personal interests you have.

Who does the SLSGB CPD scheme apply to?

Whilst any of our Members can take part in CPD activities, it is mandatory for Trainer Assessors and Level 1 and Level 2 Coaches registered with SLSGB as part of our annual updating process.

When does the SLSGB CPD scheme start?

The SLSGB CPD scheme starts on 1st January 2016 alongside the new Educator Update for TAs and Coaches. It will operate on an annual basis.

How does the SLSGB CPD scheme work?

Depending on the role you have within SLSGB, you will need to take part in a minimum amount of CPD activities each year in order to retain your Registered Trainer Assessor or Coach status. This is called your CPD requirement. Your CPD requirement must be completed within the CPD year, and you should be able to evidence that it is relevant to the role you take on for SLSGB. You can take part in SLSGB CPD activities or activities offered by other organisations

How much CPD do I need to do on an annual basis?

The SLSGB standards require you to keep a legible record of your CPD through MIS or on the SLSGB CPD form the requirements for SLSGB roles are stated below:

- Trainer Assessor – Must have delivered a minimum of 10 hours training or assessing activity
- Level 1 and 2 Coaches – Must have coached a minimum of 10 hours of Surf Life Saving activity

In addition to this you can record a range of activities from training courses to work-based skill development, and reading relevant to your field of practice. You should reflect on and record how each CPD task has helped you to develop or improve the quality of your practice, and submit your records to the regional EQA on attendance at your proficiency test.

What else can constitute as CPD?

Work Based Learning

Training Courses
Peer review
Analysing recent events
Awareness of Case Studies
Coaching from others
Discussion with colleagues
Project work or project management
Reflective practice
Secondments or job rotation
Supervising others
Visiting other departments or organisations
Shadowing others

Professional Activity

Being a Trainer, Teacher, Examiner, Assessor or Coach
Delivering SLSGB awards of club coaching sessions
Giving presentations or talks
Involvement in your professional body
Maintaining or developing specialist skills
Membership of a special interest group
Mentoring or coaching
Research

Formal / Educational

Attending conferences and seminars
Further Education
Distance Learning
Undertaking research
Writing for books, journals or web content

Self Directed Learning

Keeping a file of your progress
Reading articles / journals
Reviewing books / journals
Voluntary work

As well as this step-wise approach to CPD, the Chartered Institute for Professional Development state CPD should:

- Be continuous - professionals should always be looking for ways to improve performance
- Be the responsibility of the individual learner to own and manage
- Be driven by the learning needs and development of the individual
- Be evaluative rather than descriptive of what has taken place
- Be an essential component of professional and personal life, never an optional extra

How will I submit my CPD record each year?

You need to make a CPD declaration every year. We will send out updates annually to make you aware of when this needs to be submitted by. Making a declaration is very straightforward – you can do it online or on the SLSGB CPD Declaration form.

On review of your CPD declaration, you will be asked whether you;

- Can confirm that you have reviewed your training and development needs and have acted to address your requirements

If this is correct then SLSGB will review your declaration and either approves your CPD activity or set you an action plan to achieve your CPD before your award can be revalidated.

Or

- That you want to claim exemption from CPD.

Claiming Exemption from CPD

In exceptional circumstances SLSGB can recognise that it has not been possible for you to complete your CPD requirement and will be able to maintain validity of your qualification through attendance of the SLSGB Educator Updatefr only, this can be done in some of the following circumstances:

- Volunteer break – For a specific reason you are no longer carrying out volunteer work for SLSGB
- Maternity/Paternity Leave
- Severe illness or injury

If you feel that you should be entitled to CPD exemption you should formally request this through the National Education and Training Manager who will either approve or decline your request.