



**Continuing Professional
Development (CPD) Guidance**

V1-0222

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1. Introduction

CPD is a long-term commitment to enhancing your competence. Maintaining your CPD is a requirement for AMI members.

CPD is a way of improving and broadening your knowledge and skills. It is about learning and putting into practice new competencies, an investment in your future. Every time you face a new challenge, discover a new way of doing things, talk to a new client or read the technical press, you are engaged in learning. To stay relevant, you need to keep your skills, knowledge and experience up to date, record what you learn and then apply this in your job.

As an AMI member, you need to manage your own professional development.

This guidance explains why CPD is important and the best ways to approach it. It includes examples of subject areas and activities that you can include in your records and gives advice on how to make your CPD as effective as possible.

AMI regularly monitors the CPD activities of members. We are always happy to offer advice and you can get in touch on 01283 566467 or by emailing cpd@am-institute.org

2. Why is CPD important?

CPD will build your knowledge and understanding to help you deal with the emergence of new demands and priorities in the profession, changes in the law or regulations, and new challenges at work.

It should be used to maintain your professional competency and fill in the gaps in your knowledge, while building on your strengths.

What you know about your own strengths and weaknesses will strongly influence the direction you take; sometimes an annual performance appraisal will prompt this kind of self-examination. This should help to ensure that building on your strengths drives some of the development activities you choose.

Being a professional means that you have a responsibility to keep your skills and knowledge up to date. Your record not only proves to others that you have committed to a path of continuous learning, it is also the simplest way to provide evidence of that process.

3. Benefits of CPD

Demonstrate your professional pride and integrity - As an AMI member, you are likely to have plenty of opportunities to keep your professional competence up to date – spending time at briefings, reading relevant publications, and going to conferences, presentations, and courses.

When you use the CPD concept to record your development, identify skills gaps and plan how to fill them, you will show the commitment you are making to your career and to upholding professional standards.

Client reassurance - You can also demonstrate your expertise to clients and stakeholders by showing your knowledge of current regulations and effective civil engineering practice.

Career development - Whether you are new to the industry or an experienced practitioner, planning ahead will help you spot the skills, experience, and qualifications you need to keep your career moving upward. It will also help you make the most of learning opportunities.

By recording the steps you take to achieve new learning, you will demonstrate your commitment, knowledge, and relevant experience, and show you are suitable for future work roles.

4. The CPD Scheme Categories

- **Work-based learning** - For example, reflecting on experiences at work, considering feedback from service users or being a member of a committee.
- **Professional activity** - For example, being involved in a professional body or giving a presentation at a conference.
- **Formal education** - For example, going on formal courses or carrying out research.
- **Self-directed learning** - For example, reading articles or books.

CPD activities must include a mixture of different types of learning, so you will need to carry out at least two different types of activity. In practice, most members will carry out many different types of learning.

Points

You need to achieve at least 10 CPD points in any calendar year – 1 January to 31 December. You need to achieve at least 5 Core CPD points and at least 5 Non-Core CPD points. All claimed CPD points must be gained from activities directly related to asbestos removal and / or management.

The following tables describe CPD activities and the categories in which they fall, although these are not exhaustive lists. Other activities not listed here may qualify for CPD points and all submissions will be assessed on their individual merits. If you require any help or advice regarding your CPD please do not hesitate to contact AMI at cpd@am-institute.org

Work Based Learning

Only counts towards Non-Core CPD points. Can include, learning by doing, reflective practice, coaching from others, peer review, involvement in the wider profession-related work of your employer (for example being a representative on a committee), in service training or expanding your role. See examples below.

CPD Activity	Points	Core	Non-Core
Actively involved full time in the practice of asbestos removal and / or management	4		✓
Actively involved part time (8-18 hours per week) in the practice of asbestos removal and / or management	2		✓
Chairing / running meetings / groups (worker involvement / consultation, toolbox talks)	2		✓
Participate in meetings / groups (worker involvement / consultation, toolbox talks)	1		✓
Successfully take part in an external quality control scheme such as RICE, AIMS or ARCA Site Audit Accreditation Scheme	1		✓

Professional Activity

Can count towards both Core and Non-Core CPD points and includes, lecturing or teaching, being an examiner, involvement in a professional body, giving presentations at conferences, mentoring, expert witness work. See examples below.

CPD Activity	Points	Core	Non-Core
Attendance at AMI Regional meeting	2 per meeting	✓	
Attendance at ARCA / NFDC Regional meeting	1 per meeting		✓
Attendance at AMI Council meeting	1 per meeting	✓	
Attendance at AMI AGM	2	✓	
Writing an article for publication	2	✓	

Formal Education

Can count towards both Core and Non-Core CPD points and includes, courses, research, writing papers, distance, or online learning, going on courses accredited by a professional body, further education, attending conferences, going to seminars. See examples below.

CPD Activity	Points	Core	Non-Core
Attendance at AMI Regional Seminar	3 per seminar	✓	
Attendance at ARCA / NFDC Seminar	2		✓
Attend an external training course / seminar	1		✓
Attend an internal training course / seminar	1		✓
Achieve a formal asbestos qualification, RSPH, NVQ, BOHS	2		✓

Self-directed learning

Can only count towards Non-Core CPD points and includes reading journals or articles, reviewing books or articles updating your knowledge through the internet.

CPD Activity	Points	Core	Non-Core
Reading journals or articles, reviewing books or articles updating your knowledge through the internet	1		✓

5. Recording your CPD

To meet the requirements of the AMI CPD Scheme members are required to submit details of their CPD activities to meet the requirement to accumulate at least 10 CPD points (a minimum of 5 Core and 5 Non-Core points) annually within the period of 1st January to 31st December.

All claims/submissions for CPD points shall be made via the AMI Member Portal.

Each claim for CPD points shall identify the category of CPD, the number of points claimed and a description of the activity, with supporting evidence uploaded, such as relevant programs and timetables for conferences and meetings, certificates of attendance or achievement notes taken.

Each AMI member can view their CPD record within the AMI Member Portal. CPD activities should be entered online on an ongoing basis.

6. The annual return

The annual return of CPD activities should be completed by 31st January as a record of your activity during the preceding calendar year.

7. What happens if I do not achieve CPD?

It is a requirement of the AMI Rules of Membership that all members (with the exception of retired members) complete their CPD. Failure to do so is likely to result in you being downgraded to a lower class of membership, suspended, or disqualified from membership.

8. Further help

If you require any further help or advice regarding your CPD please do not hesitate to contact AMI by email cpd@am-institute.org

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