



# CPD Guidance

[lamfaam.org](http://lamfaam.org)

## Contents

<b>1. Introduction .....</b>	<b>1</b>
<b>2. Benefits of CPD.....</b>	<b>1</b>
Professional pride and integrity.....	1
Employer reassurance.....	2
Career development .....	2
<b>3. The CPD scheme .....</b>	<b>2</b>
The four main areas of CPD .....	2
Points .....	2
Submissions.....	3
Audit.....	3
<b>4. What counts towards CPD?.....</b>	<b>3</b>
Work-based activities .....	3
<i>Example of work-based activities .....</i>	<i>4</i>
Professional learning and education .....	4
<i>Example of Professional learning and education activities.....</i>	<i>4</i>
Conferences/Presentations/Publications .....	5
<i>Example of Conferences/Presentations/Publications activities .....</i>	<i>5</i>
Horizon broadening activities .....	5
<i>Example of Horizon broadening activities .....</i>	<i>6</i>
Other .....	6
<b>5. Guidance to help you complete your return .....</b>	<b>6</b>
<b>6. Submission for Dual Members .....</b>	<b>7</b>
<b>7. Career breaks .....</b>	<b>7</b>
<b>8. Retired members .....</b>	<b>7</b>
<b>9. Audit Process.....</b>	<b>7</b>
<b>10. Completing a CPD Return Online .....</b>	<b>7</b>
<b>11. Further Help.....</b>	<b>8</b>

## 1. Introduction

The British Occupational Hygiene Society (BOHS) is committed to the concept of Continuing Professional Development (CPD) as a mandatory means of encouraging and upholding the highest professional standards of knowledge and performance among the qualified practitioners of asbestos assessment and management.

CPD is a means for you to take ownership of your career and its continuing development. By maintaining a record of your professional and allied activities you are demonstrating your competence, your career progression and the commitment you have made to the profession.

All Faculty members (apart from retired members) are required to complete an annual return from the first full year of membership onwards.

CPD is a personal portfolio of your professional activities, through which you record the knowledge, skills and experience you have acquired during your everyday work; how you learn from this; and how you apply it. By recording your CPD, you will be able to assess what you've learned; plan your future development, and put into practice the new skills you've obtained.

This guide explains why your CPD is important and how to maximise your capabilities. It provides examples of subject areas and activities that you can include in your records and it gives direction in how to make your CPD as useful to you as possible.

BOHS regularly monitors the CPD activities of members. Our Member Services team are always happy to offer advice, and you can get in touch on 01332 298101 (then option 2) or by emailing [cpd@bohs.org](mailto:cpd@bohs.org).

## 2. Benefits of CPD

### **Professional pride and integrity**

Like any profession, the field of asbestos assessment and management is a competitive one, so allocating dedicated time for developing and upholding continuing professional development is valuable to your career. As a FAAM member, you will have the opportunity to undertake activities that will allow you to keep your professional competence up to date – spending time at conferences, regional meetings, presentations and courses to name a few and the CPD scheme will allow you demonstrate your involvement in these.

While recording your professional development, it is important to recognise gaps in your skills so you can plan how to fill them. This will also highlight the commitment you have to your profession, as well as demonstrate the way in which you uphold professional standards.

## Employer reassurance

Your CPD will also demonstrate your expertise in consultancy, projects and to your employer by showing your knowledge and interests of current regulations and effective asbestos assessment and management practice.

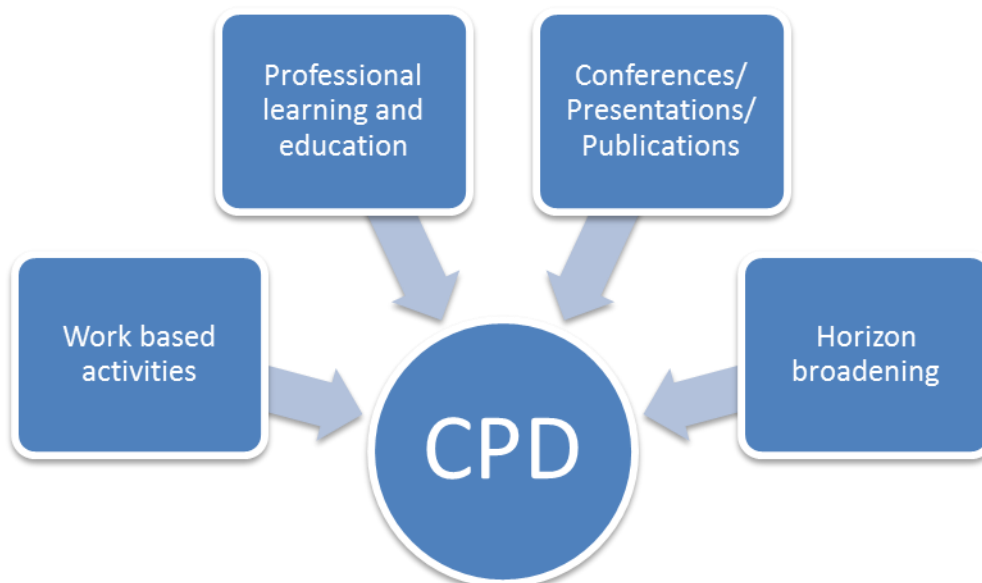
## Career development

Whether you are newly qualified or an experienced asbestos assessment and management professional, planning ahead will help you recognise 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 continuously logging new learning, you will prove your commitment to the profession, thus proving you are suitable for future work positions.

## 3. The CPD scheme

### The four main areas of CPD



### Points

You need to accumulate **10 points** per calendar year with no more than 6 points being counted in any one category.

Technician and Associate members are required to submit **6 points** per calendar year within any category.

## Submissions

You will be required to make CPD submissions annually by 31<sup>st</sup> January.<sup>1</sup>

### Audit

Participants will be selected at random to provide documentary evidence of their CPD activities for audit purposes. This process will provide the FAAM Board with the assurance that members of the profession are maintaining their skills and ensure the integrity of the scheme.

## 4. What counts towards CPD?

Many different activities can count towards your CPD. CPD is not only gained through formal training and qualifications but also by attendance at seminars and events or personal activities outside of the work place.

To help you record your activities, here are some examples for each area.

### Work-based activities

This area includes core work in the profession along with mentoring, teaching, project related research, and the development of organisational skills.

Area of CPD	Points to claim
Actively involved with practising asbestos assessment and management	Max of 4
	4 for Full time (more than 18 hours per week)
	2 for Part time (8 to 18 hours per week)
Staff training, ongoing mentoring, supervising and training	Max of 4 18+ hours per week and pro rata
	OR Max 4 for 1 per day for formal training sessions
Specific project research	2
Chairing/running meetings/groups	2
Participation in meetings/groups	1
Voluntary (professional) work	1
Developing transferable skills e.g. IT, business, financial.	1
Legal and forensic work	1
Successfully take part in an external quality control scheme such as RICE or AIMS"	1

<sup>1</sup> An administrative charge of £35 (levied on 1 March) will be payable on late submissions made after 31<sup>st</sup> January. If by 31 March CPD submissions have not been made, your Faculty membership will revert to individual BOHS membership and post-nominal Faculty letters may no longer be used.

### Example of work-based activities

Description of Activity	Benefits Gained
Head of Health, Safety and Environmental check	Advised the legal requirement for the Health and safety at work
Mentoring of two trainees	Helps to keep up to date with new technical processes

### Professional learning and education

This area includes qualifications gained, professional and work based learning/education, post graduate study and any distance learning undertaken.

Area of CPD	Points to claim
Attendance on a BOHS Module course	1 per day
Work based learning course	1 per course
Successful completion of a BOHS Module	1
Award of a BOHS professional qualification.	6
Study towards a postgraduate qualification	6
Research for publications and papers	1
Self-study - Reading of journals/technical papers/blogs	1
Participation in public meetings	1
Careers lecturing	1

### Example of Professional learning and education activities

Description of Activity	Benefits Gained
Award of Diploma of Professional Competence	Development of career
Asbestos Awareness Course	Attendance on Sellafield Ltd Asbestos awareness course in an attempt to learn the course and deliver it to plant based personnel in the future.

## Conferences/Presentations/Publications

Area of CPD	Points to claim
Attendance at a BOHS event <sup>2</sup>	1 per day
Presenting at a BOHS event	1.5 per presentation
Poster presented at BOHS event	1
In-house training	1 per training session
Attendance at another professional organisation's event	1 per day
Published paper in a peer reviewed publication	2 per paper
Reviewing papers for a peer reviewed publication.	1.5 per paper
Writing articles for a non-peer journal or magazine	1 per article

### Example of Conferences/Presentations/Publications activities

Description of Activity	Benefits Gained
Asbestos the Truth Conference	Sessions included: CAR soils, legal aspects of asbestos works, asbestos management in diverse property portfolios, managing asbestos in inaccessible areas, training and qualifications for roles in the industry.
Asbestos Course	One day course on new asbestos control techniques in licensed removal industry

### Horizon broadening activities

This includes BOHS or other society work and community involvement.

Area of CPD	Points to claim
Work for BOHS or for other professional organisations (e.g. Council, Committee Member, Regional Organiser, Technical Topic Leader, Examiner, OHTA).	1 per meeting
Community involvement (e.g. school governor)	1

<sup>2</sup> BOHS event includes Conferences, regional meetings and any other general events.

### Example of Horizon broadening activities

Description of Activity	Benefits Gained
Subscribe to HSE Podcasts	Allows me to keep up to date with any Health and Safety Law change
Working as School Governor	Develops business skills knowledge and allows interaction with local community

### Other

Area of CPD
We have added another section to allow you to add an entry of CPD that you may feel is not covered in one of the four main areas

This is not an exhaustive list.

As well as recording your activity, you will need to add a 'reflected outcome' statement to detail the benefits gained.

## 5. Guidance to help you complete your return

- You should aim for at least 10 points per year (or 6 points for Technicians and Associates) and a balance should be sought between the different areas of CPD, with no more than 6 points will be counted in any one category.
- CPD activities should be entered online on an ongoing basis. Evidence of your CPD activities should also be kept with appropriate documentation. There will be an audit of 5% of Faculty members; if you are selected you will be called upon to provide your evidence to support your annual return.
- Supporting evidence may include copies of relevant programmes and timetables for conferences and meetings, proof of attendance at meetings, notes taken, summary of papers presented or written.
- The annual return of CPD activities should be completed by 31 January as a record of your activity during the preceding calendar year; (the Faculty of Asbestos Assessment and Management will periodically publicise reminders, but the onus to make a return lies with the individual). An administrative charge of £35.00 (levied on 1 March) will be incurred for late submissions made after 31<sup>st</sup> January.



- If you need help with deciding what would be appropriate evidence to be submitted for your audit please contact the Member Services team for advice.

## 6. Submission for Dual Members

Dual Members (those who are a member of FAAM along with another Faculty of BOHS) are required to undertake one CPD submission for each Faculty. Submission items may be duplicated where they are relevant to both Faculties CPD schemes.

## 7. Career breaks

If you are taking a career break, for example for maternity leave or through redundancy or illness you may still be required to submit an annual return. If these circumstances apply, you should inform BOHS as soon as possible by email to [cpd@bohs.org](mailto:cpd@bohs.org) or by calling the Member Services team.

## 8. Retired members

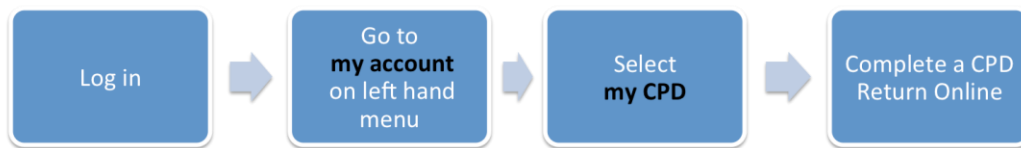
If you have retired from full-time or part-time work will you be eligible for 'Retired' status and no longer be obliged to accumulate CPD points.

## 9. Audit Process

5% of the Faculty membership will be selected to provide documentary evidence of their CPD activities for audit purposes. If a member has not been able to keep to the prescribed number of points, they will be given the opportunity to explain why. If a member does not respond or provides inappropriate reasons - e.g. not enough time, refusal to complete a return, too costly to attend events their Faculty membership will be withdrawn and they will no longer be entitled to use the appropriate post-nominal letters.

## 10. Completing a CPD Return Online

Enter the members' area of the website: <https://portal.bohs.org> and follow these 4 steps:



## 11. Further Help

If you require any further help or advice regarding your CPD please do not hesitate to contact BOHS Head office by email at [cpd@bohs.org](mailto:cpd@bohs.org).