

Training & Continuing Professional Development (CPD) Log

Form: IRCA/173/07/1

Confidential when complete

See over for guidance. Photocopies of this document may be used. PLEASE USE BLOCK LETTERS (where applicable)



Name & Initials _____ Sheet _____ of _____ Certification No _____

| 1. Date (DD/MM/YY) | 2. Duration of CPD in hours | 3. Type of activity <ul style="list-style-type: none"> • Structured • Semi-structured • Unstructured | 4. Details of activity | 5. Description of activity and how it meets the CPD requirements (Please remember to attach copies of relevant documents). | 6. Contact details (where applicable) of tutor/lecturer/organizer/manager <ul style="list-style-type: none"> • Company name • Contact name • Signature • Position within organization • Contact telephone/fax number • E-mail address |
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Guidance Notes for Continuing Professional Development (CPD) Log

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| Column 1 | Date: Day, month and year when CPD was undertaken. | <p>Guidance on Continuing Professional Development (CPD) CPD is a framework that encourages you to continuously update your professional knowledge, personal skills and competences. The purpose of CPD is to make you more effective as an auditor and to make the auditing profession more credible. The concept of CPD, and the value it contributes, is now recognized and accepted throughout all professional fields.</p> <p>As part of the renewal of certification process, you must demonstrate to us you have completed at least 45 hours of CPD within the last 3 years in subjects that are broadly related to auditing and management systems.</p> <p>There are numerous topics that we believe enhance your auditing competence and do not attempt to list them here. To be accepted we must however be able to categorize the topics you have studied within one of 2 areas of competence required by management systems auditors:</p> <ol style="list-style-type: none"> 1. Technically related (i.e. Quality, Environment, OH&S etc.) 2. Auditing related <p>We recognize that no single method for learning suits everyone. Therefore, we will accept CPD acquired in ways that range from the very informal (e.g. reading and self study) to the formal (e.g. classroom training). We recognize that some ways of acquiring CPD are more effective than others, so we apply a 'weighting' where some activities are accorded more recognition than others.</p> <p>The activities are divide into 3 broad categories:</p> <p>a) Unstructured; where 3 hours are accepted as one CPD hour Included in this category would be distance and open learning study which is not assessed and does not lead to a qualification, the reading of professional and technical journals, books and other publications, relevant aspects of on-the-job training, where specific outcomes have been planned and identified. Reading IRCA INform or contributing to the IRCA online discussion forum, both available from www.irca.org, is also acceptable.</p> <p>b) Semi-structured; where 2 hours are accepted as one CPD hour Included in this category would be non-interactive lectures, talks, etc., informal professional body meetings of a more social nature (networking opportunities), the research, preparation and first delivery of lectures/courses, publishing articles and forms of open and distance learning that involve assessment and that result in the acquisition of a qualification.</p> | <p>c) Structured; where each hour is accepted as one CPD hour Examples of this category would be more interactive and highly participative training courses and seminars, professional body meetings and formal lectures, active participation in development of standards.</p> <p>The range of activities that may be included within each category is extensive and the small number of examples above are intended to provide broad guidance only. Most auditors submit evidence of activities that include all 3 categories, but it is not a requirement that you do so. The only restriction we place is that unstructured CPD cannot constitute more than 1/3 (i.e. 15 hours) of the total acceptable CPD hours.</p> <p>It remains your responsibility to provide a case for acceptance of any activity you submit, and this must be supported by sufficient appropriate evidence. This will involve you making and retaining records of your activities and having these properly verified where possible.</p> <p>It is in your interests to provide us with information in a clear, logical and easily understandable format. The speed with which we are able to evaluate and renew your certification will depend on this.</p> <p>THESE GUIDANCE NOTES SHOULD BE READ IN CONJUNCTION WITH THE APPLICABLE AUDITOR CERTIFICATION CRITERIA (available at www.irca.org)</p> <p>IRCA/602 Criteria for certification as Quality (QMS 2000) Auditor IRCA/202 Criteria for certification as an Environmental (EMS) Auditor IRCA/502 Criteria for certification as an Occupational Health & Safety (OH&S) Auditor IRCA/162 Criteria for certification as a TickIT 2000 Auditor IRCA/C5 Criteria for certification as an Aerospace Auditor IRCA/C8 Criteria for Certification as a Maritime Auditor IRCA/802 Criteria for certification as an Information Security (ISMS) Auditor IRCA/902 Criteria for certification as a Food Safety (FSMS) Auditor IRCA/302 Criteria for certification as a Social Systems (SS) Auditor IRCA/702 Criteria for certification as a Sustainability Assurance Practitioner (CSAP)</p> |
| Column 2 | Duration: Total time spent on each CPD activity. We will apply a 'weighting' (see guidance below). | | |
| Column 3 | Type of activity: Please classify as structured, semi-structured or unstructured. | | |
| Column 4 | Details of activity: Depending on the type of activity this could involve recording title of training courses, seminars, conferences or lectures (either attended or delivered), title of books, technical journals read or articles published. | | |
| Column 5 | <p>Description of activity and how it meets CPD requirements: Evaluation of CPD requires a degree of subjective judgement. To ensure that the value of any given activity to the individual is able to be measured, we require you to provide a case for acceptance of any activity you submit, and this must be supported by sufficient, appropriate evidence. This will involve you making and retaining records of your activities.</p> | | |
| Column 6 | <p>Contact details (where applicable) of tutor/lecturer/organizer/manager: Where applicable, to enable us to perform evaluation and verification, please supply us with the contact details of someone who can independently verify your CPD activity e.g. tutor/lecturer/organizer/manager etc.</p> <p>If any of this information is not available, we may ask you to supply us with more evidence.</p> | | |