

International Registration Scheme for Assessors

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOG

Assessor name: Tel: Fax: Email:

Address:

DATE	TYPE	ACTIVITY	PROVIDER	VALUE		VERIFICATION Where possible
				HOURS	UNITS	

International Assessor Certification Scheme

The continuing professional development record shall show the duration and type of activity undertaken and details of the provider. The following activities are eligible for inclusion.

Type	Activity	Maximum units that can be claimed each time activity is undertaken
E	Course of study (including private study and distance learning) leading to successful examination or assessment	1 unit per hour
I	Interactive or in-house training where knowledge and skill is both acquired and demonstrated e.g. courses, workshops	$\frac{3}{4}$ unit per hour
A	Attendance at lectures, presentations, seminars, professional meetings, conferences, visits	$\frac{1}{2}$ unit per hour
S	Structured self study, short course or distance learning not leading to examination as above	$\frac{1}{2}$ unit per hour
P	Preparation and presentation or publication of professional paper or article	5 units
L	Production and (first) delivery of professional presentation or lecture where this is not part of normal work duties e.g. as a lecturer	5 units per hour of presentation
O	Other useful CPD activities (other than normal work duties)	$\frac{1}{2}$ unit per hour
X1	Production and (first) delivery of educational course or training course where this is not part of normal work duties e.g. as a lecturer	$\frac{1}{2}$ unit per hour (max 20 units)
X2	Participation in standards committees and working groups	$\frac{1}{2}$ unit per hour
X3	Preparation and publication of book or workbook or guidebook on relevant subject matter	20 units