





INTRODUCTION

Continued Professional Development is vital for all professionals regardless of age or status. There should be a seamless transition between initial development and continuing development after gaining a qualification.

In recognition of the widely differing roles, sectors and circumstances of our Qualified Installers, it is our policy not to be prescriptive in what we ask members to do. We believe that our accredited persons and, where appropriate, their employers are best placed to decide what CPD is appropriate to maintain the knowledge and skills required for their current role, and for development into future roles.

BESCA recommend adopting a structured approach and planning development to ensure demonstration of continuing commitment to the profession, and to develop good practice of regularly reviewing needs and selecting relevant learning activities to help individuals fulfil them. As part of this, BESCA has developed a CPD Log Book to help track individuals activities and review progress.

EACH INDIVIDUAL IS RESPONSIBLE FOR:

- ✓ Managing his or her own development
- Choosing which activities to undertake and on what subject matter
- ✓ Maintaining an appropriate balance between technical and non-technical activities

BESCA Competent Person scheme requires its Accredited Certifiers to be able to demonstrate, their commitment to professional development and continuing competence, and written evidence will be required to maintain approved certifier status.



BESCA Accredited Certifiers are required to carry out a minimum of 21 hours of Continuing Professional Development per year.

BESCA Competent Person Accredited Certifiers are subject to annual re-accreditation and required to show Continuing Professional Development through training or self-tuition.

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PROCESS

Upon Accreditation, a CPS Accredited Certifier will then have access to an on-line CPD Record via their BESCA CPS Portal

The Accredited Certifier is required to record details of all relevant CPD activities undertaken in the next 12 month period

All 21 hours of CPD needs to have been completed and recorded in the on-line CPD record by the time Annual Renewal is due

This is a mandatory re-accreditation requirement

BESCA carry out a desktop audit to ensure core details and appropriate number of CPD hours have been recorded

Any basic information omitted, BESCA will contact Accredited Certifier to review and discuss

Monitoring inspections carried out on a small random sample of on-line CPD records

RANDOM SELECTION

In a number of cases the on-line CPD record is passed to an external professional body for a full technical assessment of activities entered

BESCA receive confirmation that the on-line CPD records meets CPD activity criteria

DECLINED

Improvement actions identified –
Accredited Certifier to advise on how actions will be addressed

APPROVE

BESCA notifies Accredited Certifier that CPD criteria has been met for this year









