

Continuous Professional Development for Energy Assessors



The CPD Certification
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Collective Mark

Quidos
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Continuous Professional Development for Energy Assessors

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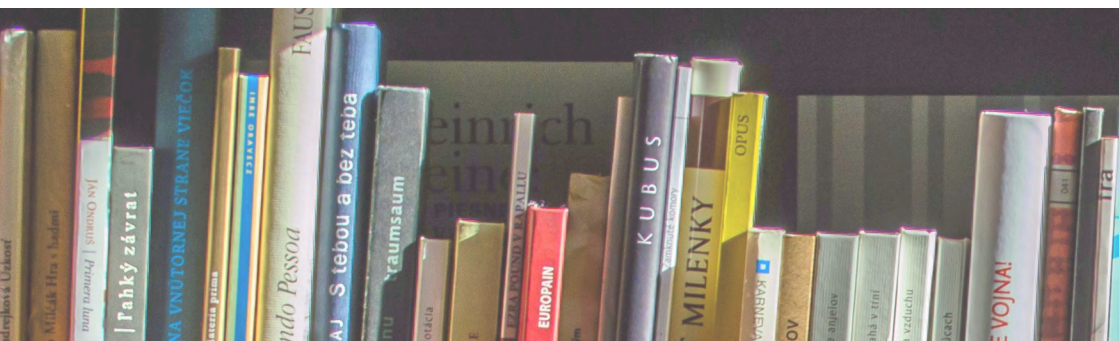
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All Energy Assessors are required to complete a minimum of 10 hours of CPD activity throughout their year of accreditation. This 10 hours cannot be made up of work following changes in requirements, or disciplinary work.

At Quidos, we use your initial date of membership to ascertain when the year of activity should begin.

The following document will outline why CPD is beneficial for you as an Energy Assessor and what sort of activities you can complete.



What is CPD?

Continuous Professional Development (CPD) can be defined as the systematic maintenance, improvement, and broadening of knowledge, skills or personal qualities which are necessary to carry out your professional and technical duties.

In brief, this can be any activity that helps you develop your expertise as an Energy Assessor, achieve in producing a consistent and professional standard of work, and engage with your colleagues and other industry professionals in new and effective ways.

Undertaking and documenting your CPD is a fundamental requirement of being an active Energy Assessor; all Schemes will make sure that all EAs provide an up-to-date CPD record each year.

It's important that our Accredited Members recognise the benefits of managing their professional growth and understand why they need to develop their potential by setting realistic and manageable objectives.

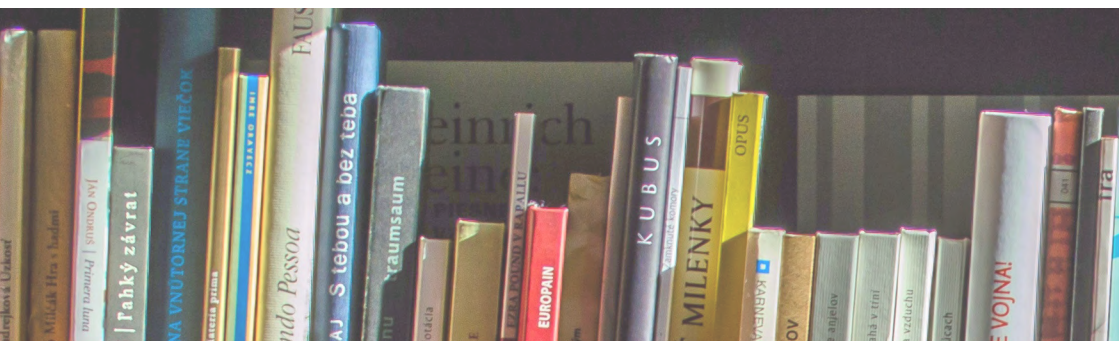


Why does CPD matter?

CPD provides an individual with the ability to demonstrate they can take on new challenges and to manage their own professional growth. Maintaining your contemporary competency will enable you to adapt easier to Industry changes, and will help distinguish yourself from the competition.

Learning is a good habit that anyone can get into, and can help Energy Assessors to focus on any gaps in their knowledge and skills. As much as we would like to disagree, nobody is perfect and there is always something more that an Energy Assessor can learn. By acknowledging and targeting weaknesses, you can explore suitable opportunities to improve.

CPD should always be about setting and maintaining a standard for yourself and your business. Instead of a 'race to the bottom' in terms of quality, ensuring considered continual development will help raise the bar for all Energy Assessors.



Three Steps of CPD



Your CPD year should be seen as three distinct parts:

PLAN - Working out your objectives

DO & RECORD - Undertaking activities

REFLECT - Assessing the impact on your objectives

This is a cyclical process and should be undertaken at the beginning of each accreditation/CPD year.

How to complete CPD?

We encourage Energy Assessors to record their CPD throughout their accreditation year. All Energy Assessors are required to upload their annual CPD log and evidence onto the Training Portal (evidence cannot be accepted in any other format, including via email).

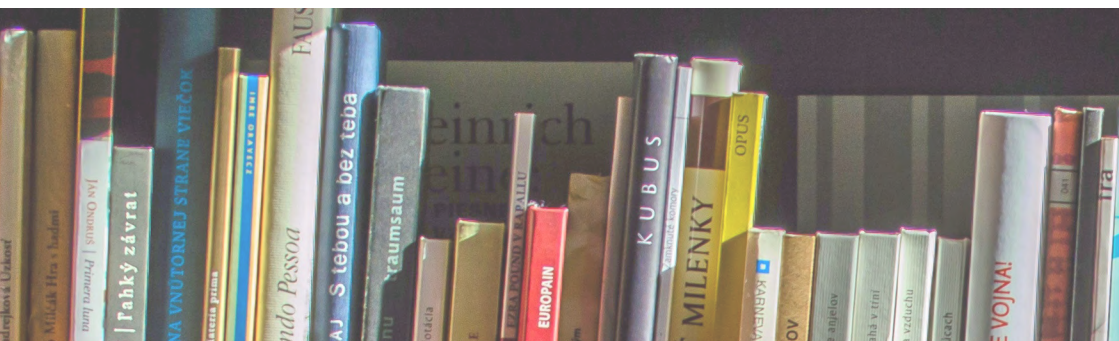
The 12-month period for CPD is based on each individual Energy Assessor's accreditation anniversary so if an assessor became accredited with Quidos in January, their CPD year will run from January – January every year.



PLAN – identify your learning objectives

Planning your learning objectives is a really important stage of CPD as it helps you use your time effectively and tailor activities to suit your needs better.

It's vital to consider both your short- and long-term career aspirations, and assess your current knowledge and skills, in order to identify what you want to learn over the next 12 months.



What you need to do:

- List three to four objectives;
- Objectives should be **REALISTIC, ACHIEVABLE, and RELEVANT**;
- Think about skills which will help you become the most effective at your job;
- Try to encapsulate long, medium and short-term aims;
- Use notes from a recent work appraisal (if possible) to help identify your strengths and weaknesses.
- Review your auditing records if there are specific areas which you may have failed for, and focus on these.



What counts as CPD?

As previously noted, Energy Assessors may undertake three categories of CPD throughout the year:

- Change in requirements
- Disciplinary CPD
- Additional CPD

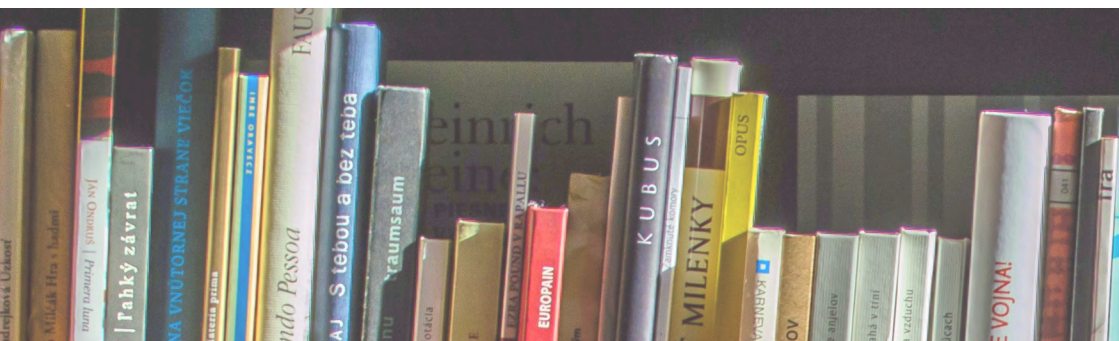
Change in Requirements

Throughout the year, Quidos will keep Energy Assessors up-to-date on any changes to software, amended requirements or methodology standards received from National or Devolved Government. It is mandatory for Energy Assessors to read and understand the relevant information for their accreditation strand(s).

Disciplinary CPD

In the situation where an Energy Assessor has failed numerous audits, we will request the assessor to undertake remedial action, additional monitoring and/or training. Our disciplinary CPD is made up of a remedial questionnaire, requiring a descriptive response.

Neither of these two CPD categories count towards an Assessor's annual 10 hour requirement.



Additional CPD

Each year, every Energy Assessor is required to undertake an additional minimum of 10 hours of CPD.

For this additional CPD, we can accept the following forms of learning:

- **Informal learning** | Shadowing an industry professional, reading or private study. For this we can accept a maximum of 6 hours in total. Sources of information for reading/private study can be provided in the form of a Recommended Reading List if requested by the assessor.
- **Online modules** | Accreditation schemes and recognised bodies provide modules/courses approved to contact valuable knowledge in relation to the guidance set out by the Regulations. These can be found on our website in the Training section with a description of each module.
- **Approved CPD courses or training** | Courses or seminars which have been undertaken and are relevant to the strand of accreditation is also suitable for CPD.

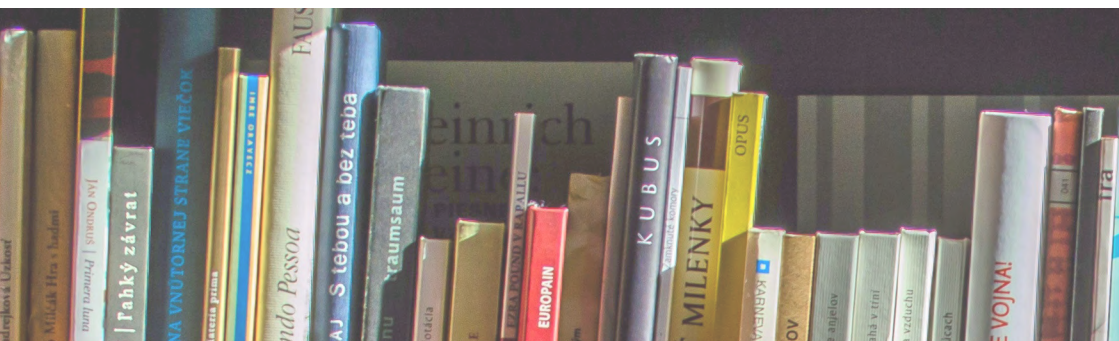


- **Relevant professional events** | Seminar days, Conferences and exhibitions for Energy Assessors.
- **Energy Assessment Course** | For example, an NDEA course for an Energy Assessor who is currently only qualified as a DEA.
- **Professional Competency Training** | Health & Safety and/or Asbestos Awareness training.
- **Relevant professional or vocational training courses** | For example, Building Services Training.

DO & RECORD - your CPD records

CPD should be part of an ongoing process of professional development, so the activities undertaken throughout the year should be reflective of your development plan and objectives.

Energy Assessors should not undertake CPD just for the sake of making up their annual CPD requirement.



Structured vs. Unstructured CPD Activities

There is a common misconception that CPD has to be formal learning, such as a learning module or classroom-based training course.

As cited before, this is **not** the case.

There can be a mix between structured and unstructured (informal) CPD activities, however, the unstructured learning shall only be counted to a maximum of six hours of CPD. This sort of activity can be anything which helps you as an Energy Assessor to meet your CPD objectives.

What you need to do:

- Set aside 45 minutes in your diary every three months to update your CPD;
- Plan and record activities, and identify what you hope to gain from each of them;
- Completing and reviewing your CPD objectives can be included as an hour of CPD, providing you can demonstrate that you're identifying and meeting your own development needs.



CPD Evidencing

As part of your recording processes for CPD, you will need to provide appropriate supporting evidence to confirm the completion of the required number of hours, as well as how these activities have helped to meet your objectives.

All CPD shall be recorded and evidenced within the **QFE2** training portal. The following is sort of supporting documentation which is acceptable:

- Notes taken from informal learning and reading;
- Certificates/letters of attendance from online CPD modules, courses, seminars, exhibitions or training days;
- A letter from the individual the Energy Assessor shadowed detailing the length of time the shadowing took place, the dates and brief overview of the topics/activities shadowed.

ALL ENERGY ASSESSORS ARE REQUIRED TO PROVIDE A COMPLETE CPD RECORD EACH YEAR.

The Accreditation team will randomly select 5% of assessors each year to audit their CPD.

This audit will ensure that supporting documentation has been provided for each CPD entry that has been detailed, that all of the CPD uploaded is directly relevant to the Energy Assessor's role and that the correct amount of CPD has been provided.



REFLECT - assess your success

The essence of CPD is planning and reflection. People who reflect are able to retain more information and are more efficient at applying it to improve their performance.

However, if an activity does not go as expected, will still need to reflect on what happened, making note of what you need to do differently in order to achieve that learning objective.

What you need to do:

- Reflect on your activities and achievements and how they helped you to develop, and don't forget to put these skills into practice;
- At the end of your CPD year, look at the objectives you haven't achieved and what further work is required to achieve them;
- Start your CPD plan for the next year, using your current log to help form your new objectives.



How can Quidos help?

Quidos provides a wide range of CPD activities which Energy Assessors can utilise throughout the year:

- Online CPD Modules (0.5 – 5 hours)
- Training/CPD Courses
- Regular technical bulletins

Gold membership packages include access to 10 hours worth of Online CPD modules.

We are continually adding to, and updating, our portfolio of CPD modules to cater for all levels of Energy Assessor, so if there is something you would like to see, please feel free to get in touch:

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