

Name: _____

Signature: _____

Certification No: _____ Sheet _____ of _____

PLEASE USE BLOCK LETTERS

Date (Day/ Month/ Year)	CPI hours claimed	Type of activity (Structured, Semi-Structured or Unstructured)	Details of activity (Title, duration of training course or Conference, Type and description of study, name of book, journal etc.)	Description of Activity and how it meets the CPI requirements. REMINDER: to attach copies of relevant documents.	Verification of CPI Activity where applicable. (Signature of Instructor/ Organizer/ Manager etc)

GUIDANCE NOTES FOR CONTINUING PROFESSIONAL IMPROVEMENT (CPI) LOG

1. How to satisfy the Continuing Professional Improvement requirement?

a) Background

PEOPLECERT recommends to the certified Valuers to enhance their evaluating skills. It is now accepted within most professions that the base skills and attributes gained at the outset of an individual's career are insufficient to support continued, optimum competence throughout his career. Professionals working in environments subject to frequent changes, require supplementary training and knowledge enhancement in order to maintain their competence.

PEOPLECERT considers that the continuing professional improvement recommends an effective means whereby Valuers maintain update of their knowledge and their skills relevant to evaluation.

b) The approach

PEOPLECERT assigns to each certified Valuer the responsibility to select the approach that is best suited to his or her aspirations and professional needs. Certified Valuers may choose to follow this PEOPLECERT guidance or of another body with which they are associated. However, PEOPLECERT intends to ensure that, the Continuing Professional Improvement requirements are sufficiently flexible to be relevant to all Valuers at all stages of their careers.

c) Questions and Answers

The following questions and answers are designed to provide the information Valuers require in order to comply with the CPI requirements. For more information, please contact with the PEOPLECERT.

d) Does this apply to all certified Valuers?

All PEOPLECERT certified Valuers, irrespective of grade or scheme, are required to comply with this requirement (except for Provisional Valuers). There is however, a difference between the schemes:

- Each PEOPLECERT certified Expert and REV Valuer shall, for each year of the re-certification period, undertake at least 20 hours of appropriate continuing professional development.
- For the other PEOPLECERT certified Valuers (bank & insurance), each one shall, for each year of the re-certification period, undertake at least 10 hours of appropriate continuing professional development.

e) What is CPI?

CPI is about continuously updating professional knowledge, personal skills and competencies throughout the certified Valuer's professional life.

The underlying principles of CPI are that:

- a) The professional Valuer should always be actively seeking to improve performance,
- b) Development is primarily a personal matter and should be owned and managed by the individual,

- c) Development goals should be clearly defined and should be accompanied by specific measures of what will constitute a successful result,
- d) Investment in training, development and learning should be regarded as a fundamental principle of enhancing professional and commercial success.

f) What are the benefits of CPI?

CPI ensures that the professional credibility of Valuers and of the evaluating profession is maintained in today's working environment where new ideas, concepts and practical tools are constantly evolving.

CPI enables Valuers to practice, on a personal level, the basic quality principle of continuing improvement.

CPI will provide each Valuer with the framework to manage individual development and enable each to aspire to improve performance above and beyond the requirements of his or her current position.

g) Continuing professional improvement examples

Continuing professional improvement examples recommend the following:

- a) Continuing education
- β) Participation (as delegate or instructor) in seminars, lectures, meetings, etc.
- c) Writing of articles, books, forms, publications etc.

The above list is not binding.

h) A wide range of training and improvement activities will be considered valid for CPI purposes. The type of activities fall within the 3 categories outlined below:

Structured Activity

Training courses and seminars, which are supported in interplay and active participation of delegates. Professional body meetings, what include formal lectures, active participation in standards developments etc.

For example: Successful completion of a PEOPLECERT certified course (or of a certified course controlled by another reputable and nationally recognized certification body). Please note that courses of similar type to that included in support of initial applications for certification are unlikely to be accepted for CPI.

Semi-Structured Activity

Non interactive lectures, talks, etc, informal professional body meetings of a more social nature, the research, preparation and delivery of lectures/courses, publishing articles and forms of open and distance learning towards a new qualification, formally assessed in some rigorous manner.

For example: Attendance at major events such as an annual conference of national or international evaluation organizations, attendance at events organized by national or international evaluation organizations.

Unstructured

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 results have been planned and identified.

The range of activities that may be included within this category is extensive and the small number of examples above is intended to provide broad guidance only. It remains the responsibility of each certified Valuer to provide a case for acceptance supported by sufficient, appropriate evidence.

2. How are the hours allocated?

PEOPLECERT requires

- Expert and REV Valuers to achieve a total of at least 20 hours CPI in the period prior to renewal of certification (spread as near as is practical equally over that period, i.e. 4 hours per year in a 5 year certification period).
- Bank and Insurance Valuers to achieve a total of at least 10 hours CPI in the period prior to renewal of certification (spread as near as is practical equally over that period, i.e. 4 hours per year in a 5 year certification period).

Structured:

Each hour = One (1) hour CPI up to a maximum of 15 hours per event.

Semi-Structured:

Each hour = Half (1/2) hour CPI up to a maximum of 15 hours per event.

Unstructured

Each 3 hours = One (1) hour CPI up to a maximum of 15 hours in the 3 year period.

These figures are for guidance only. It is not possible to produce an exhaustive list of possible activities and their interpretation.

Assessment of CPI will require a degree of subjective judgment, therefore Valuers must apply a great deal of common sense when recording CPI active to ensure that the value of any given activity to the individual is able to be sensibly measured.

A similar rationale shall be applied by PEOPLECERT staff when assessing CPI submissions from Valuers.

Note: It is in the interests of each Valuer to submit CPI information in a clear, logical and easily understandable format. The speed with which PEOPLECERT is able to process applications and renew certifications will depend on this.

3. Should records be kept?

Evidence of CPI, verified by the provider, or the Valuer's line manager or sponsor, shall be submitted to PEOPLECERT on the official CPI and Training Log form F.2000-3.

The log shall state the duration and type of activity undertaken and details of the provider as follows:

All structured and some semi-structured activities should be supported by copies of course programs, certificates of attendance or examination certificates as appropriate. These should be attached to the PEOPLECERT training log form. In addition, a few key learning points and notes for future action should be noted against each activity to ensure that the full improvement benefit is gained. Structured activities must be supported by the signature of a tutor/lecturer/organiser, etc

Unstructured, and some semi-structured activities, must be supported by a reasonably detailed record of the activity and key learning points. Any result such as a talk, article, etc, should be attached as evidence.

One-off activities should be entered on the record activity form and marked off and signed before a new entry is made. Valuers engaged in an on-going program of study should keep one form separately to cover that activity.