

# CPD Guidance

This document sets out the method by which PASMA registered instructors are to develop their own knowledge and skills in relation to work at height issues, such as the Work at Height Regulations and the erection, alteration, dismantling, moving and use of mobile access towers.

## Continuing Professional Development (CPD)

This is an ongoing process of personal growth to enhance capability and realise full potential as an instructor. This will be achieved by obtaining and developing a wider range of knowledge, experience and skills that are not normally acquired through initial training and which when combined develop the individual's competence.

CPD is an essential part of your personal development as an instructor and will help you demonstrate a broader and deeper understanding of the knowledge and skills required when running training courses.

## Competence

This is defined by the Advisory Committee on Work at Height Training (ACWAHT) as follows:

Person with sufficient professional or technical training and knowledge, actual experience and authority to enable them to:

- Carry out their assigned duties at the level of responsibility allocated to them
- Recognise potential hazards related to the work (or equipment) under consideration
- Detect any defects, or omissions in that work (or equipment), recognise any implications for health and safety caused by those defects and omissions, and be able to specify a remedial action to mitigate those implications

## Maintaining CPD

In addition to delivering PASMA courses, Instructors will take all reasonable steps to maintain and develop their professional competence by taking account of, for example:

- New developments within the mobile access tower industry
- Changes in product standards and products
- Updates and changes in health and safety legislation affecting the use of mobile access towers
- Changes in manufacturers instruction manuals for towers on which they provide training
- Improved training and instruction methods

CPD can also be improved and maintained in other ways:

- Logging on to the PASMA web site to view information such as PASMA guidance notes
- Development of new training skills and techniques
- Attendance at training courses and other CPD events (for example branch meetings organised by the Institute of Safety and Health)

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- Writing and the publication of articles on health and safety, work at height issues, technical information etc.
- Preparation of risk assessments, rescue plans and other safe systems of work
- Editing articles and technical papers
- Reading and reviewing other relevant articles or documents e.g. HSE guidance notes etc.
- Preparation of in house publications
- Development of company policies, strategies
- Dealing with or advising colleagues on work related activities and standards including mentoring, for example newly qualified instructors or tower erectors
- Writing reports and making presentations in meetings
- Learning from colleagues, secondments to other areas or departments and being members of committees e.g. the PASMA Training Committee
- Attending trade exhibitions

Whatever is done, you must honestly believe that it has contributed to your ongoing professional development and, as well as being relevant, it should have developed your own competence and thus your ability to carry out your role as a PASMA approved instructor.

## Claiming CPD Points

Whatever you do towards your own personal development you will need to claim CPD points. Regardless of what is done a maximum of one point only can be claimed per event. A minimum total of twelve points must be accrued through the CPD cycle, which will run for one year. Note that there is no need to stop when you reach twelve points, as learning is an ongoing process.

Instructors will not be permitted to claim more than six points for delivering PASMA courses. This is to ensure that other CPD activities are recorded.

All of your CPD activities, including the delivery of PASMA courses, should be shown on your CPD Record, (Refer to Doc. No. PASMA 23), CPD Records can either be completed in the Instructor's own handwriting or may be completed electronically. However, all events shall be recorded on the CPD Record and shall be made available on request for audit purposes.

## Auditing of CPD Records

As part of the Training Centre Audit, PASMA Auditors will check each registered Instructors CPD Record to ensure that they are being completed and updated correctly.

## Freelance Instructors

As Freelance Instructors may be registered with several Training Centres, checks on their CPD Records will be made by the PASMA Training Scheme Manager. Freelance Instructors shall therefore submit their CPD Records at the end of their twelve-month CPD cycle for audit by the PASMA Training Scheme Manager.

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## Non-compliance

Failure on the part of any Instructors to maintain their CPD Records up to date, or to submit them for audit on request, will result in a non-compliance being recorded in respect of the registered Training Centre(s).

In line with PASMA audit procedures an appeal may be made against any non-compliance raised to the Training Scheme Manager, who shall take such action as he deems appropriate in the circumstances to resolve the issue, always providing that the Training Centre or the Freelance Instructor shall have the right to appeal to the Managing Director, whose decision shall be final.