

CPD at a Glance

What is Continuing Professional Development?

Continuing Professional Development (CPD) refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you go about your work beyond any initial training. It is a record of what you experience, learn and then apply. The term is generally used to mean a physical portfolio documenting your development as a professional.

What is the UKHMA CPD Scheme?

The UKHMA CPD Scheme is a scheme developed and administered wholly in house by the UKHMA for the benefit of its members.

The UKHMA CPD scheme will help you manage your own development on an on-going basis. Its function is to help you appraise, plan, record and reflect on what you learn. It is not a tick-box document recording the training you have completed.

Is CPD mandatory for UKHMA members?

All members are strongly encouraged to participate in the UKHMA CPD Scheme. The Association feel that participation in the Scheme by a large number of its members will bring significant benefits to both the individual and the Association as a whole.

Participation in the CPD Scheme is mandatory for those members wishing to hold and maintain the Harbour Masters Certificate. The ability to effectively demonstrate continuing development is a key factor for maintenance and re-validation of the Certificate. It is seen as a significant step to help demonstrate to authorities and interested parties the professionalism of its holders. Similarly those aspiring to hold the Certificate will be better placed if they can demonstrate a history of participation.

Participation in the CPD Scheme is not mandatory for those not holding the Harbour Masters Certificate, however, as noted above you are strongly encouraged by the Association to do so.

Why should I do CPD

Effective CPD acts as a practical record of your career learning. The scheme allows you to structure your development and reflect on your career as a whole, to explore measure and test the limits of your competency. It is about recognising you have more to learn and shows others what you are learning. By participating in the UKHMA CPD Scheme you will be able to:

- Build competence and credibility.
- Plan and achieve your career goals by focusing on your training and development.
- Cope positively with change by constantly updating your skill-set.

- Be more productive and effective by reflecting on your development and highlighting gaps in your knowledge and understanding.
- Maintain and boost the UKHMA's collective profile and credibility as a profession.
- Identify gaps in your skills and capabilities.
- Demonstrate your career development to clients and employers.
- Demonstrate to interested parties, participation in a professional scheme endorsed by the Authority and accepted within the industry.

What counts as CPD?

Professional development is not just about taking part in formal learning activities, for example attending a conference or workshop. There is a broad range of activities that may be used for your professional development and it is recommended that you engage in a mix of activities that include work-based learning, professional activity, formal/educational activities, and self-directed learning. The UKHMA have produced guidelines and policy with respect to CPD which, inter alia, suggest typical CPD activities and give guidelines for the maximum number of CPD points.

Members taking part in the UKHMA CPD Scheme are required to obtain a minimum of 200 CPD Points over the 5 year CPD Cycle. For some activities one hour of CPD activity equates to 1 CPD point, this equates to less than an hour of CPD Activity per working week.

What is the difference between 'verifiable' and 'non-verifiable' CPD?

The UKHMA recognise a broad range of activities that are suitable for CPD, these fall into two categories – verifiable and non-verifiable.

Verifiable CPD activities include continuing education (part time, full time, distance learning) leading to qualifications. Attending Seminars, courses, workshops etc. for which attendance can be demonstrated. Publication or presentation of industry related subjects. Individuals are required demonstrate that at least 50% of their CPD activities fall into this category i.e. at least 100 points over the 5 year CPD cycle. Records of attendance for verifiable CPD activities should be kept and will be checked as part of the audit process.

Non-verifiable activities include private study, reading industry publications, coaching/mentoring, attending/chairing minuted meetings etc. In some cases activities outside of the workplace can be considered as CPD providing that the benefits gained from such activity helps you develop professionally e.g. acting as a school governor for example.

Does learning outside work count?

Yes. If you do something or learn something outside work that provides a new perspective, adds to your confidence or improves your interpersonal skills inside work, it counts. It's not what you learn, so much as how you can use it.

Is there a minimum amount of hours CPD I need to do?

Yes. Any member participating in the UKHMA CPD Scheme is required to complete a minimum of 200 points over the 5 year CPD cycle – this averages to less than one hour of activity per

Is there a form or template that I need to use?

Yes. You need to indicate your interest in taking part in the UKHMA CPD Scheme by registering on the UKHMA website (www.ukhma.org) under the CPD tab. Once you are registered for CPD you will be given access to the CPD area of the website where you will have access to further information and be able to maintain your CPD Log.

In addition to maintaining my on-line CPD Activity Log are there any other records I need to keep?

Yes. In addition to maintaining your on-line CPD Activity Log you will be expected to maintain your own separate records to provide evidence of some of the CPD activities which you have undertaken. Such records may be required should your CPD Activity Log be audited.

Is there a charge for using the UKHMA CPD System?

The CPD system will initially be free to all registered users for one year from CPD launch (i.e. 1st January 2014 to 1st January 2015). After the first year the UKHMA are likely to charge a small fee for users of the system. Such a fee is necessary to maintain and improve the CPD software and allow the auditing function to take place.

What should I do if I have trouble complying with UKHMA CPD requirements?

If you have any trouble complying with the UKHMA CPD requirements contact the CPD Co-ordinator. (cpd@ukhma.org)

Does the UKHMA recognise CPD schemes operated by other professional bodies?

The UKHMA may recognise CPD schemes operated by other professional bodies, such recognition will be on a case-by-case basis. Requests for recognition of other CPD schemes must be made to the CPD Co-ordinator (cpd@ukhma.org) who will provide recommendations to the UKHMA Council as to whether such a scheme meets the criteria and standards expected under the UKHMA CPD Scheme.

Will the UKHMA check my CPD Activity Log?

Participants in the UKHMA CPD Scheme may be subject to a random audit at any time during the 5 year CPD cycle to confirm that the UKHMA CPD Policy has been, or is being met in full. If you are selected for audit you will be notified by

the CPD Auditor that you will be audited and given a minimum of 60 days notice before the audit takes place. At this time you will be reminded of the CPD requirements and audit criteria.

[I work part time in the industry, am on long-term absence from work or am prevented from carrying out CPD for reasons beyond my control?](#)

If you wish to participate in the UKHMA CPD Scheme and are prevented from carrying out CPD for any reason please initially contact the UKHMA CPD Co-ordinator (cpd@ukhma.org)

[How do I register for CPD](#)

You can register for CPD by clicking on the blue CPD tab on the members area of the UKHMA website. You will be taken to the registration page where you will be asked to enter your details and confirm that you agree to the CPD Terms and Conditions. Once you are registered you will be given access to the CPD area where you will have access to all the policy and guidance documents including the CPD Activity Log and the Competence Measurement Tool.

[I have another question](#)

If your query has not been answered here please e mail cpd@ukhma.org