



## **CTC Guidance for Continuing Professional Development (CPD)**

**CTC advises the tutors and practitioners attached to schools on the CTC Register to attain a minimum of 12 points per year:**

**Less than 12 points:** We recommend that you should increase your CPD.

**12 – 30 points:** You should be aware of major developments.

**30 – 45 points:** You will be developing new skills and updating your existing knowledge.).

**45+ points:** You will be fully up to date and developing an expert level of knowledge and skills.

### **How to record your CPD Points:**

Keep track of your activity during the year and then complete the form on the last page and your CPD points will be included on your records.

CPD points recognise your level of professional development in the year. Therefore, activities and qualifications from previous years cannot be included.

Please note that CPD is not related to insurance or recognised treatments. To obtain insurance or add recognised treatments to your membership you will need to send copies of your certificates to your insurer.

When you undertake an activity that qualifies for CPD points, keep some evidence in a file, it may be an attendance certificate, a note that you read a particular book or a ticket from a conference.

CPD is a self-certificated programme, based on the ethical and professional standards that all members subscribe to, however each year we select a number of CPD claims at random and request evidence.

## CTC Guidance of CPD Values

Activity	Quantity	Value/Points/Credits
Studying on a course leading to a qualification	Up to 30 hours of study Over 30 hours of study	20 30
Attending a recognised course related to your skill	Variable	As advertised or certificated
Studying a course not related directly to you skill but relevant	Up to 10 hours 10-20 hours Over 20 hours	5 10 20
Attending a seminar, workshop, conference, lecture	½ day 1 day	2 5
Presenting a seminar, lecture, conference or workshop	Per hour, up to 5 hours (Max in a year 10 credits)	1
Managing research projects	Per day (Max in year 30 credits)	5
Taking part in research projects	Per day (Max in year 15 credits)	3
Private research, study, authoring – this includes work to prepare for presentations, lectures, courses.	Per hour (Max in a year 10 credits)	1
Private reading, professional journals, magazines, textbooks, research reports etc	Per hour (Max in a year 5 credits)	1
Attending a meeting linked to your profession	Per meeting	2

