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**CONTINUING PERSONAL DEVELOPMENT POLICY**

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**September 2010**





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## **1.0 INTRODUCTION**

The purpose of this document is to describe the Mountain Training Association's (MTA) Continuing Personal Development Policy (CPD Policy).

The Policy aims to define and communicate CPD requirements for full members of MTA. It also outlines the procedure that MTA will follow to verify that full members are undertaking CPD and to describe the means by which members are required to record their CPD.

For the purpose of this document, full members are defined as those who have passed assessment in any Mountain Training (MT) award; associate members are those who are registered for and working towards assessment in any MT Award.

This Policy is effective from 1<sup>st</sup> January 2011.

## **2.0 WHAT IS CPD?**

In the context of MTA, the term "CPD" is shorthand for a process by which individuals maintain, develop and enhance their skills and knowledge in leading people in a mountaineering activity.

CPD encompasses a wide variety of learning activities, both formal and informal. CPD includes both further logged experience and additional learning which ranges from practical workshops dealing with technical skills to reading an article about learning styles (with some built in element of assessment).

## **3.0 THE PURPOSE OF CPD**

This CPD Policy provides a framework within which Members can maintain and further develop their skills. CPD undertaken should maintain or enhance a leader's knowledge and skills at a level equivalent to that required by the MLT qualification they hold.

## **4.0 CPD REQUIREMENTS**

From 1<sup>st</sup> January 2011, the following minimum criteria must be complied with every 5 years in order to be a full member of MTA:

- 20 days or 20 climbing sessions (a session is at least 3 hours in length) spent in the activity/activities for which the member holds a leadership

award/s. This should include both personal and group leadership experience. Members who hold a number of MT awards should log experience across the range of activities/terrain for which they are qualified;

**Plus**

- 2 Credit points to be gained from attendance at/participation in a wide range of other training/learning opportunities;

**Plus**

- Hold a valid First Aid Certificate

## **5.0 WHAT ARE CREDIT POINTS?**

The Credit Point system is used to include as wide a variety of training experiences as possible. These could include MTA workshops, non-MTA workshops, podcast training modules, relevant qualifications, other organisations' courses and training events.

In order to gain Credit Points for non-MTA events/learning experiences, the learning experience/event must be in line with the approved CPD courses list detailed in Appendix A.

An up to date list of MTA accredited courses will be maintained on the MTA website. If the specific course/workshop does not appear on the list, please submit details of the syllabus in writing to the MTA Coordinator for approval.

All courses accredited for the purposes of CPD with a similar mountaineering organisation e.g. BAIML/BMG/AMI will have automatic recognition for the purposes of MTA CPD.

Credit points may also be gained by those who provide a course or workshop on behalf of MTA, providing that the resources and notes produced for the delivery of the course/workshop are submitted to MTA and are of sufficient quality and clarity for publication on the website.

The table at Appendix A provides some examples of how Credit points will be allocated and examples of suitable training/learning methods. The list is not exhaustive. The maximum number of Credit points for any course irrespective of its length is 2.

## **6.0 RECORDING CPD**

It is the responsibility of members to record their own CPD in the Candidate Management System, Your Account, CPD. This information will be accessible to MTA staff who will monitor compliance with the CPD Policy on a sample basis (as set out in 7.0 below).

## **7.0 VERIFICATION OF CPD**

The first currency check will take place on the 5<sup>th</sup> anniversary of the completion of a member's most recent MLT Award and at 5 yearly intervals afterwards.

A member who's most recent MLT Award was gained more than 5 years ago must submit details of their CPD one year after this Policy comes into effect i.e. by 1<sup>st</sup> January 2012.

### **Examples**

- a. Bill Smith passed the ML on 16 August 2007. He must submit his CPD record by 16 August 2012
- b. Jill Watson passed the SPA on 3 May 2004. She must submit her CPD record by 1 January 2012
- c. Tracey Evans passed the ML on 20 April 2006 and the SPA on 31 May 2007. She must submit her CPD record by 31 May 2012

It is strongly recommended that members do not leave accrual of CPD until the last minute but instead spread their learning and recording of what they have done over the 5 year period.

The completion of CPD by members will be monitored by MTA from 1<sup>st</sup> January 2012 by reviewing a random sample of 10% of the membership each year. This will be carried out by accessing the member's online CPD Record. It will therefore be a condition of membership that the Member gives MTA the right to access their record for the purpose of verifying CPD undertaken.

On each 5 year anniversary, a Full Member will be required to confirm that s/he has complied with the CPD requirements for the previous 5 years and that s/he holds a current First Aid Certificate.

## **8.0 INSUFFICIENT CPD**

Where a member's online CPD record does not meet the minimum criteria the member will be contacted by the MTA Coordinator to ensure the record is correct.

The member may then be given a period of 6 months in which to complete his/her record. If, at the end of this period, the record remains insufficient, the member will no longer be eligible for full membership. The member will remain as an associate member until the position is rectified, to the satisfaction of the MTA Coordinator.

Where there are exceptional circumstances (e.g. illness, injury, maternity leave), a further extension to the time period may be granted by contacting the MTA Coordinator in writing.

## **9.0 APPEALS**

If a member disagrees with the decision made by MTA during the process of verification, the member will have a right of appeal against that decision.

It is hoped that any disagreements can be resolved informally and directly with the member. However, in the event this is not possible, the matter will be referred to a mutually agreed independent party. The decision of the mutually agreed independent party will be considered binding on both MTA and the member.

The process for appointing the independent party will be as follows:

1. Within 14 days of being notified of the final decision made by the MTA Coordinator, the member must inform the MTA Coordinator in writing that s/he wishes to appeal the decision.
2. The member and MTA will agree the identity of an independent party whom they would be happy to appoint to make a final decision.
3. If an agreement cannot be reached about the identity of the independent party, the decision will be made by the Chair of Mountain Training, or his/her nominee.
4. The independent party will be asked to reach a decision within 14 days of being appointed.



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## **10.0 RESPONSIBILITY**

Any queries on the application or interpretation of this Policy should be discussed with the MTA Coordinator prior to any action being taken.

The MTA Coordinator has the responsibility for ensuring the annual maintenance, review and updating of this Policy. Revisions, amendments or alterations to this Policy (other than minor items) can be implemented only following review and approval by the MT Board.

## Appendix A

### Examples of Approved CPD courses

**(NB a full up to date list of accredited CPD courses can be found on the MTA website)**

<b>Training opportunity</b>	<b>Credit</b>
Mountain Training Award - training or assessment course	2 points
BAIML CPD events	1 ( full day) or 0.5 (half day)
Any MTA full day workshop	1
Any MTA half day workshop	0.5
Any MTA workshop/event longer than one day	2
BMG CPD events	1 ( full day); 0.5 (half day)
AMI CPD events	1 ( full day); 0.5 ( half day)
Providing MTA CPD workshop	1 ( full day); 0.5 ( half day)
Mountain Training Course Provider workshop	1
Mountain Training Trainers and Assessors workshop	1
DofE Expedition Assessor Accreditation course	1
DofE Expedition Supervisor course	1
Girlguiding UK Trainers course	1
Girlguiding UK Assessors course	1
BMC/MCofS FUNdamentals workshop	1
Off Site Safety Management course	1
First Aid Trainer course	1
Personal climbing coaching session	1
Web-based training module e.g. Glenmore Lodge Avalanche Awareness Quiz	0.5
Reading a technical article which has some element of assessment of understanding	0.25
Watching/listening to a pod cast which has some element of assessment of understanding	0.25
Publication of a new Download for the MTA website	Up to 1(at the discretion of the MLTA Coordinator)
Publication/provision of notes for an MTA workshop	Up to 1 ( at the discretion of the MTA Coordinator)
Avalanche awareness course	1
Nordic walking Instructors course	1
Coaching skills courses e.g. any BCU or UKCC Coaching processes course and any coaching/mentoring/teaching	1





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skills courses of at least 1 day in duration	
Employers' in house training course	as relevant
Any course relating to setting up/running a small business e.g. those run by Business Link	0.25
Day spent observing an MT Approved Course Provider at work	1
Any medical courses which go beyond the minimum first aid requirement	1
Bush craft courses	1
Child and vulnerable persons protection training	1
IOL CPD Event	1 (full day);0.5 ( half day
Scouting Adventurous Activities Assessor appointment	1
Scouting Training modules: Activities Outdoors; Instructing Practical Skills; Facilitating; Presenting	0.5 per module