

**Institute of Cemetery & Crematorium Management**



**Continuing Professional Development Scheme**

**Developed by the Institute**

**for**

**Cemetery & Crematorium Professionals**



## ICCM Continuing Professional Development

### Guidelines and Scheme Requirements

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**What is Continuing Professional Development?** Continuing Professional Development is a process that enables you to maintain and develop relevant skills and knowledge throughout your career and prove that you are 'up to speed'.

ICCM's definition of CPD is similar to other best practice models and is as follows:

*A systematic and planned approach to the maintenance, enhancement and development of knowledge, skills and expertise that continues throughout a professional's career and is to the mutual benefit of the individual, employer, the profession and society as a whole.*

**Timetable for joining the scheme** Any members wishing to join the scheme are encouraged to do so at any point throughout the year. The Institute is keen to see as many members as possible participating in the scheme from the earliest date possible.

**Selecting a CPD Year** Before beginning your Continuing Professional Development you will need to select which CPD year you would like to work to. You may start at any time during the year and if it helps you may base your CPD year on a calendar, financial or appraisal year, August to July, April to March or any combination based on a twelve-month period.

**Developing knowledge and skills** The particular knowledge and skills you include in your Continuing Professional Development will be decided by you and will be influenced by the sector you are employed in, where you are on the career ladder and your future career plans. It will also vary depending upon whether you are employed in an administrative, technical, supervisory or general management position or any other role which ICCM members are employed in. The key to making this scheme work for you is making sure that the knowledge and skills you develop are relevant and valuable to you and your circumstances.

The scheme focuses upon members developing their technical and management skills. Technical development relates to all facets in the operation of cemetery and crematorium services. Management development includes some of the "softer" skills and knowledge such as communication, time management, presentation skills and team leadership. Management development is applicable to us all whether or not we manage

other staff.

The balance between technical and management skills and knowledge will vary from member to member and will, once again, depend upon your job, the organisation and sector you are employed in and your career progression.

**Choosing development activities** Once you have identified the knowledge and skills you wish to acquire or develop you then need to consider how you wish to do this. You are encouraged to consider how best you learn and to select activities that support your learning style. The scheme is flexible to suit your circumstances and you may count the following activities towards your CPD. Activities are divided into structured and non-structured activities. The following lists examples of the different types of activities in each group, however, these lists are not exhaustive and the ICCM Board would consider other types of relevant activities:

### **Structured**

- Courses
- Seminars
- Workshops
- Conferences/Exhibitions
- Regional events
- Distance learning
- Undertaking a further qualification
- Undertaking individual study/research
- Service on technical advisory groups

### **Non - Structured**

- Briefing Sessions
- Discussion groups
- Branch Meetings
- Writing technical articles for publication
- Project work
- Volunteering activities
- On the job learning
- Web based development
- Mentoring

Wherever possible ICCM asks that CPD activities should be verified and/or evidenced. This will usually involve an independent record confirming that the activity took place. You may find the Learning & Development Plan document useful when mapping out your CPD year.

**Points** Participants will be required to accrue 25 points from a selection of activities over a 12 month period. Available points are as follows:

<b>Structured</b>	<b>Points</b>	<b>Non Structured</b>	<b>Points</b>
COTS Course	10	Publication of an ICCM Journal article	5
CTTS Certificate	7	Publication of article in another trade publication	3
Memorial Safety Workshop	3	Act as CTTS mentor	5
Memorial Installation & Repair Workshop (full day)	3	Give a paper at Conference/Seminar	7
Memorial Installation - NAMM Code (half day)	1	Give a paper at another national Conference/Seminar	7
Transfer of Grave Rights	3	Give a paper at an ICCM Branch meeting or other regional meeting	5
Gravedigging Safety Assessment	3	Deliver training at ICCM training day	10
Business Planning Course	3	Registered attendance at Branch meeting	3
Excellence Training	3	Involvement in national technical/advisory committee	10
Employers in-house training	1		
Other ICCM training day	3		
Gain Diploma module	12		
Conversion of old Diploma module	10		
Registered attendance at ICCM Conference	5		
Registered attendance at ICCM Exhibition	5		
Registered attendance at Education Seminar	5		

Registered attendance at CBA Seminar	5		
Registered attendance at another relevant Conference/Seminar	3		
ICCM supported research project	20		
Completion of other relevant formal training	Points on application		

The above list is not exclusive and other structured or non-structured training will be considered and points awarded upon application to the ICCM.

### **Support and Monitoring**

ICCM will support you in your CPD and monitor participation in the following ways:

#### **Officer Support**

ICCM officers will be available to members to provide advice on the types of activity that qualify and how such activities should be recorded.

**Employer Visits** A number of members will be randomly selected and asked to meet with an Institute representative to share the details of their CPD activities. For most members it is expected that it will be more convenient for this meeting to take place in their workplace. These discussions will aim to help members get real value from the scheme.

### **CPD Scheme**

Participation in the scheme requires each member to register at the start of each 12 month period. The completion of a Learning and Development Plan and a Learning and Development Record is advisable to ensure targeted activities and the maintenance of verifiable evidence. At the completion of the 12 month period members should submit their Portfolio of evidence to the national office for verification. Once verified a CPD certificate be presented to each qualifying member.

### **Professional Development Plan**

The Professional Development Plan details information about what skills and knowledge you wish to develop in order to fulfil your current and possible and future roles, and what activities you plan to undertake to develop the desired knowledge and skills.

### **Learning and Development Record**

Inevitably the Learning and Development Record requires the following information:

- Type of CPD activity completed, e.g. work place training, outside courses etc.
- The date the activity was completed e.g. 6 June 2009
- The points allocated for the activity
- Reference to a piece of evidence to verify the activity was undertaken e.g. Certificate of Attendance, photocopy of an article produced etc.

You are also asked to share your reflective comments about the usefulness of the activity, what you have learnt, how you will use the acquired knowledge or skill in the future, and how far it has met your objectives. Sample learning and development plans and records will be available from the ICCM Website or will be sent to members upon request.

**Portfolio of Evidence** The Portfolio of Evidence provides supporting material to demonstrate that you have undertaken the activities listed on your Learning and Development Record. Examples of evidence are:

- Certificates of Attendance
- Joining Instructions
- Delegate Lists
- Minutes of meetings
- Emails
- Diary entries
- Worksheets
- Course evaluation sheets
- Terms of Reference for projects

**Compliance** The Institute will take a close interest in the levels of participation in the scheme. From time to time a number of members will be randomly selected and asked to share evidence of their CPD with an Institute representative and it is anticipated that such a meeting would take place in your workplace. To the extent that these meetings expose shortcomings in compliance with the scheme's requirements, members will be encouraged to rectify them in the succeeding period. Where appropriate assistance and follow-up visits will be arranged.

## Institute of Cemetery & Crematorium Management

### Continuing Professional Development

#### Registration Form

Surname.....

First Name(s).....

Home Address.....

.....

.....

Post Code.....

Employer (Name only).....

Daytime contact –

Phone.....email.....

I wish to register for inclusion in the ICCM Professional Development Scheme for the 12 months commencing ..... and I enclose a cheque / official order for £10.00 for the administration of the scheme.

Signed.....Date.....

#### **Scheme Rules:**

1. Members may join the CPD scheme by submitting the above form with the appropriate fee at any point during the year.
2. The date of submission of the form will be the commencement date for the following 12 month period.
3. Any Member of the Institute that is registered to the scheme can claim points by submitting an annual portfolio of evidence at the end of their respective 12 month period.
4. At the end of the 12 month period a CPD certificate will be awarded provided that the total number of point required have been gained.
5. It will not be permissible to carry points over into a new CPD year.
6. CPD evidence can include a photocopy of a training or education certificate, handout or notes relating to a short course, a simple signed statement from a Branch secretary, chairman or other person holding an office confirming attendance at Branch meeting or conference or any other confirmatory evidence considered appropriate.

7. A CPD certificate will be awarded following validation of the content of the portfolio submitted.
8. Any Member who feels that he/she has undertaken any piece of work at their own workplace which merits the award of points can request that the Board considers the application of points. Such pieces of work would include projects etc. which are considered as worthy of bringing to the attention of all Members. The decision of the Board shall be final in respect of such applications.
9. Certificates will be awarded at Branch meetings and / or Conference.
10. A list of CPD awards will be published in the Journal and on the ICCM Website and announced at the AGM.
11. All information and forms can be downloaded from the website or obtained from the National Office.