

## Jersey Scheme for Certification of Design (Building Structures)



### **Jersey Guidance Note 5 Continuing Professional Development**

Under the Scheme, Approved Certifiers are required to keep themselves up to date with developments in structural engineering design, the Building Bye-laws and other relevant documentation. They are required (see section 4.4.2 of the Scheme Guide) to submit an annual return of relevant continuing professional development (CPD) activity. Approved Bodies are required (see section 4.5.1 of the Scheme Guide) to make provision to promote the CPD of Approved Certifiers in support of their certification activities.

Approved Certifiers are expected to undertake a minimum of 20 hours of CPD directly relevant to their Certification activities each year. The total number of hours may be made up of a number of different types of activity including attendance at seminars, lectures, workshops etc and private reading.

Each year in February Approved Certifiers will be contacted by SER, by e-mail, requesting that they complete a standard on-line form summarising their CPD activities for the previous calendar year. (Standard ICE or IStructE CPD forms may be uploaded as supporting documentation). Forms must be completed by no later than the end of March each year.

The annual CPD returns of all Approved Certifiers will be reviewed by two members of the Jersey Registration Board, who will recommend one of the following courses of action to the Jersey Registration Board:

- Approve the submission
- Request more information
- Notification that CPD is inadequate and that failure to rectify the situation by the next year could lead to suspension from membership
- Not approve the submission with a recommendation that the Certifier is suspended from membership

All recommendations for suspension from membership will be subject to ratification by the SER Board.

SER will retain records of the assessment of each Certifier's CPD returns. In the extreme case where suspension from the Scheme is recommended the reasons for that recommendation will be issued to the Certifier.

Any Certifier who is suspended from membership will be eligible to be reinstated at the end of the suspension period on satisfactory evidence that the deficiency has been rectified. If no such evidence is produced then the member shall be removed from the register and shall not be eligible to apply for new membership for another 12 month period.

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Re-assessment of those suspended will require them to submit:

- An updated CV
- Details of experience during the suspension period
- Details of relevant CPD during the suspension period
- Payment of a fee

Each year SER will publish a report of the review of CPD returns. This will highlight areas of professional competence and knowledge where Approved Certifiers appear to require updating and further training. SER will also analyse audit reports, which should highlight training needs, and, where appropriate, make arrangements for CPD events on topics where Certifiers are expected to be well informed.

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