**CPD Declaration – Guidance**

You are required to complete and submit your CPD declaration for assessment prior to your award expiry date in order to keep your SLSGB Educator Award validated.

Please complete and submit your CPD declaration as soon as possible as there will be many requiring update training and we can only provide this if we know quickly who needs what – our aim will be to undertake the review immediately upon receiving your information.

Please note that you may be requested to submit full evidence of your declared CPD as part of our quality assurance processes.

Members holding Educator awards and carrying out regulated activities under SLSGB must be able to demonstrate they have maintained competence in the specialised area(s) of their practice.

**COMPLETING PART 1**

**OPTION A -** If you have met the following CPD requirement, tick this option, you need to have completed the following (as a minimum);

**Trainer Assessor**

* You have trained a minimum of ***10 training hours*** of SLSGB activity, which has been registered on the SLSGB MIS system (Please reference the MIS course number when logging your CPD)

**Coach**

* As a Level 1 or 2 Coach you will have coached a minimum of **10 coaching hours** of SLSGB activity

If you hold both your Trainer Assessor and Coach qualifications, please ensure you submit suitable evidence for both.

At least 5 of these hours must be auditable, if asked you will need to be able to provide evidence of training/assessing or coaching this could be through course registers, feedback forms, photos of sessions etc.

**OPTION B -** If you believe you have not been able to meet the CPD requirement complete this section. If you want to be granted a waiver then you must contact SLSGB with valid reasons and we will discuss this with you.

**COMPLETING PART 2**

You must sign the declaration to confirm the CPD information you have provided, that you have maintained your competence in relation to your Educator role. Once you have signed this document and returned it to SLSGB for approval your CPD evidence may be subject to auditing by SLSGB. You will then be required to complete any additional parts of the update process relevant to your award prior to your award being updated.

**Once this form is complete please return to the postal or email address stated below.**

Name:

Membership No:

Club:

**Part 1**

All Educators must complete this part of the form by selecting either option A or option B.

All Educators must complete this part of the form by selecting either option A or option B.

* Option A – I have complied with the CPD requirements and attach evidence of the CPD hours.

(Complete the enclosed CPD Log or screenshot your MIS training record and email to SLSGB)

* Option B – I have not been able to meet the CPD requirements. I understand that CPD is now a requirement to keep my Educator awards valid and that if I do not complete a CPD submission for the year my award will be snoozed from its expiry date and I will be unable to register SLSGB courses until this process has been completed.

If you have ticked option B, Please give a brief overview of why you have been unable to complete your CPD requirements and advise if you wish to renew your qualification or let it lapse.

I wish to let my qualification lapse (Please circle) Yes No

SLSGB will contact you to support you in the re-validation of your Educator Award.

**Part 2**

**All SLSGB members must complete this part of the form by signing and dating the declaration.**

I confirm that:

* The information given in this form is true and accurate to the best of my knowledge and belief;
* I have maintained and, where appropriate, developed my competence in relation to my Educator role for SLSGB
* I consider my knowledge to be proficient and fit for purpose
* I understand that adding false or incorrect information to my CPD evidence could result in my Educator status being suspended
* I have read and understand the guidance document before signing this form

Signature:

Today’s Date:

Continuing Professional Development (CPD) – SLSGB Educator Training/Coaching Log

|  |  |  |
| --- | --- | --- |
| **Name:**  **Membership No:**  **Club:** | **SLSGB Role: *Circle applicable role***  ***Trainer Assessor Level 1 Coach Level 2 Coach*** | **Date:** |

***\*Please Note that you only need to log the 10 hours of activity that is required, or activities that are relevant to the role you carry out for SLSGB, this will be activity that you delivered in the previous year\****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What training, learning or development activity have you done?** | **Date completed** | **MIS Course Reference:**  **(Trainer Assessors Only)** | **Role Undertaken (e.g. Trainer Assessor/Lead Coach/Assistant Coach/Water Safety/Event Cover)** | **Duration (Hours)** |
| ***Example:***   * ***Delivered Surf LG Award*** * ***Attended First Aid at Work Qualification through your job*** * ***Coached Nipper Session*** | ***01/10/15-07/10-15***  ***01/10/15-03/10/15*** | **40165** | ***Course Trainer***  ***Course Participant***  ***Lead Coach*** | ***40 Hours***  ***16 Hours***  ***1 Hour*** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
|  | | | **Total Annual Hours :** |  |

**IMPORTANT:**

Remember that you must also complete the following requirements before your Educator award will be updated (*this only applies if your award is due to expire, if you are submitting CPD for best practice then you do not need to do the following)*

* **Trainer Assessors** – Attend a CPR Practical Workshop (Dates for these will be established regionally)
* **Level 1 or 2 Coach** – Successfully complete the Online Workshop

You have until **1st December** to complete all elements of the update process to ensure that your award is updated. If this has not been completed by this date your award will be ‘snoozed’ meaning that you will be unable to use it until all elements have been submitted and approved.