

Head Office:

Unit 1, Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire, DE13 0BY
Tel: 01283 566467 Email info@armi.org.uk Website www.armi.org.uk

CONTINUING PROFESSIONAL DEVELOPMENT

In accordance with the ARMI bye laws; all Fellows and Members are required to participate in an approved CPD scheme. This document outlines the requirements of the approved scheme.

CPD or Continuing Professional Development is the term that describes commitment to structured skills enhancement and personal or professional competence. ARMI recognises that all professionals must seek to develop their knowledge and skills throughout their working lives and that such accrual be recognised by others as a focussed commitment to excellence.

Being a professional means that you have a responsibility to keep your skills and knowledge up to date. Keeping a CPD record is the simplest way to provide evidence of that process. Participating in a CPD scheme strengthens your professional credibility.

The Process

Throughout each full year of membership (i.e. from your joining date or membership renewal date to the following membership renewal date) you are required to achieve a certain number of CPD points, and collect evidence to support the CPD points claimed. You will need to achieve 4 CPD points per year in order for your membership of ARMI to be renewed. CPD activities must be recorded on the form overleaf. The completed form along with supporting evidence must be submitted at membership renewal in order to demonstrate that you have met the membership requirement to participate in the Institutes CPD scheme.

Ways in Which You Can Achieve CPD Points

Activity to which CPD Points are applicable	Point Value
Attend ARCA / ACAD Regional Meeting	1
Attend ARCA / ACAD Annual General Meeting	2
Attend ARCA / ACAD Governing Council Meeting	1
Attend ARCA / ACAD/ NFDC / UKATA / IATP ½ day asbestos training course or seminar	1
Attend ARCA / ACAD / NFDC / UKATA / IATP 1 day asbestos training course or seminar	2
Writing an article related to asbestos removal or management for publication in ARCA News / The Academy / Demolition and Dismantling	3
Evidence of your own work that further develops leadership and management or worker involvement within your company	4

Personal Record of Continuing Professional Development

The following other organisations and professional bodies have had their qualifications or assessment criteria mapped against those of ARMI and the following grades of membership can be offered subject to all other membership criteria for the specified grade being met.

Name:	ARMI Membership Number	Membership Year

Date	Activity	CPD Points Claimed

Alternative ways of gaining CPD points

The list of ‘ways in which you can achieve CPD points’ on page 1 of this form is not an exhaustive list. If you have, or intend to, participate in any other relevant activities which you believe may be eligible for CPD points, please contact ARMI for a decision as to whether the activity can be credited with CPD points, and the number of CPD points which can be awarded for the particular activity.

Evidence to Support CPD Point Claims

All claims for CPD points under the ARMI CPD Scheme must be supported by evidence. Attendance at meetings / training events / seminars can be evidenced by training certificates / certificates of attendance / written confirmation of attendance from the organisation holding the event. Other claims for CPD points, such as writing articles or work to advance the level of leadership and management within your own company can be evidenced by either submitting the article or a short statement on what was done and the results that were achieved.

If you have any questions regarding CPD, what qualifies or evidence required please contact ARMI