

SASC Guidelines on Continuing Professional Development

Continuing Professional Development is an essential ingredient to maintaining and extending your professional knowledge and skills. The CPD you undertake helps to keep you abreast of current research fields, changes in practice and new developments. To meet SASC guidelines for maintaining your Assessment Practising Certificate your CPD should cover the following five areas:

- **Core 1 (C1)** principles of psychometrics, statistics, assessment and underlying theory
- **Core 2 (C2)** SpLD testing methods, interpretation and test materials
- **Supplementary 1 (S1)** changes in regulations and legislation relating to SpLDs
- **Supplementary 2 (S2)** developments in SpLD research
- **Supplementary 3 (S3)** approaches to teaching and support for SpLD

To count towards meeting CPD requirements, the activity should be at an appropriate level and contribute to an SpLD assessor's general professional skill and knowledge. Time claimed for each activity should be realistic; time attributed to attendance at courses should not include the organised breaks (e.g. lunch hours); routine work is not considered to be CPD.

You should maintain a log of your which provides evidence of each area. Any SASC approved CPD entry (ie, Core themes 1 and 2) **must be accompanied by the correct date of the course, its title and the relevant SASC reference.** (The SASC reference can be found on the certificate of attendance and / or the SASC website listing of CPD activities <http://www.sasc.org.uk/Events.aspx>).

Holders of an APC renewing for the first time should participate in **a minimum of thirty hours** of CPD during the 3 years before their first renewal comprising at least

- 5 hours of SASC Authorised CPD each year before their first renewal. This CPD must be authorised by SASC and listed through the SASC website and
- 5 hours CPD, which may not have an assessed element, each year.
- **Mentoring** is strongly recommended. Mentoring could be SASC authorised and meet some of the above required core authorised hours. Mentoring could also be informal and be counted as fulfilling some of the rest of the CPD minimum requirements.

For assessors who have had their **1st APC issued before 1st September 2018** a **minimum of twenty hours** over the last three years is required and a minimum of five hours must be SASC authorised provision. The minimum SASC authorised CPD must address these core themes:

1. principles of psychometrics, statistics, assessment and underlying theory
2. SpLD testing methods, interpretation and test materials

To meet SASC guidelines for maintaining your Assessment Practising Certificate your CPD, over the 3 year span of your Assessment Practising Certificate, should cover all 5 topic areas (core and supplementary) as outlined in the table below.

Focus	1 st time renewal ¹	2 nd and 3 rd time renewals ²	4 th Renewal ³
<p>Core topics:</p> <p>C 1 principles of psychometrics, statistics, assessment and underlying theory</p> <p>C 2 SpLD testing methods, interpretation and test materials</p>	<p>For assessors renewing for the first time: A minimum of 15 hours SASC authorised (at least 5 hours each year), covering these core areas</p> <p>SASC recommends some of this be mentoring. so new assessors can have an opportunity for focused work relating to developing their individual assessment and reflective practice.</p> <p>You should assure a range of assessment issues and applications are covered</p>	<p>A minimum of 5 hours of SASC authorised CPD within the 3 year validity period covering these core areas</p> <p>You should assure a range of assessment issues and applications are covered.</p>	<p>A minimum of 5 hours of SASC authorised CPD within the 3-year validity period covering these core areas</p> <p>To assure a range of assessment issues and applications are covered, the 5-hour SASC authorised CPD claimed in the 3-year period should NOT be on examination access arrangements.</p>
<p>Supplementary topics:</p> <p>S 1 changes in regulations and legislation relating to SpLDs</p> <p>S 2 developments in SpLD research</p> <p>S 3 approaches to teaching and support for SpLD</p>	<p>Additionally for assessors renewing for the first time: A minimum of 5 hours of other CPD each year, covering these supplementary and core themes</p> <p>The remainder of the required minimum 30 hours CPD can address these supplementary topics. They may contain more of the core topics 1 and 2, above, but all 5 topic areas should be covered during your 3-year APC validity period.</p>	<p>The remainder of the required minimum 20 hours CPD can address these supplementary topics.</p> <p>They may contain more of the core topics 1 and 2, above, but all 5 topic areas should be covered during your 3-year APC validity period.</p>	<p>The remainder of the required minimum 20 hours CPD can address these supplementary topics.</p> <p>They may contain more of the core topics 1 and 2, above, but all 5 topic areas should be covered during your 3-year APC validity period.</p>

All CPD logs must include examples from the full range of all 5 topic areas, Core and Supplementary.

All CPD logs must include reflective analysis of CPD undertaken – considering *what has been learned and how the material might impact on practice*. It will be useful address the following three questions when completing your records:

- **What** have you learned?
- **What** would you change as a result?
- **How** will it impact on your practice?

Any SASC approved CPD entry (i.e., C1 and C2) **must be accompanied by the correct date of the course, its correct title and the relevant SASC reference**. (The SASC reference can be found on the certificate of attendance and/or the SASC website listing of CPD activities <http://www.sasc.org.uk/Events.aspx>).

1. The requirement for additional SASC authorised CPD detailed above is aimed at better supporting those holding an APC for the first time. For those renewing their Assessment Practising Certificate the first time (i.e. at the end of 3 year validity period) (See [CPD requirements for all NEW APCs issued after 1st September 2018, guidance issued March 2018](#)).
2. Renewing their APC 2nd and 3rd time (i.e. at the end of 6th year and 9th year)
3. Renewing their APC 4th time i.e. at the end of 12th year

Please note: copies of certificates should be kept in case they are required for audit purposes. **Issuing bodies may request to see your CPD portfolio of evidence at any time. You should retain your training record and portfolio of evidence on file for a period of at least six years.**

Examples of activities which could count towards CPD credit

Structured CPD can include attending a training course, conference, workshop, seminar, lecture, e-learning course or CPD certified event. Self-directed CPD includes: reading of documents, articles and publications (either in print or online); reading relevant publications, books by leading professionals; reading industry journals; keeping abreast of updates on the SASC and other relevant websites.

Below is an expanded list of the range of Continuing Professional Development learning activities:

- **Participation in courses:** Preparing, delivering, and/or attending courses that are of particular relevance and benefit to an individual's area of work, and are a minimum of 60 minutes in length.
- **Coaching and mentoring sessions delivered face to face:** Structured coaching sessions and structured mentoring sessions involving professional development, delivered face to face, of 30 minutes or more in length. These must have written aims and objectives, and a documented outcome.
- **Coaching and mentoring sessions delivered from a distance:** Structured coaching sessions and structured mentoring sessions involving professional development, delivered from a distance (e.g. by telephone, e-mail or skype), of 30 minutes or more in length. These must have written aims and objectives, and a documented outcome.
- **Writing on assessment or practice:** For example, articles for journals, publications for in-house guidance, newspapers, the internet.
- **Work shadowing:** Participation in structured work shadowing schemes with clear aims and objectives and requiring feedback or reflection on the shadowing activity.
- **Research:** Research that relates to SpLD assessment and practice topics or has relevance to the practice/organisation and which results in some form of written document, presentation, questionnaire/survey, etc.
- **Reading on SpLD assessment and practice topics:** Reading on topics which inform practice, e.g. test manuals, books, professional journals, articles from the internet.
- **Listening to / watching audio / visual material** on topics which inform practice.
- **Production of a dissertation:** Study for or production of a dissertation *counting towards a qualification recognised by Patoss.*
- **Distance learning courses where there is provision for the answering of enquiries or for discussion:** Distance-learning courses may be delivered by correspondence, DVD, video and audio cassettes, television or radio broadcasts and computer-based learning programmes
- **Preparation and delivery of training courses forming part of the process of SpLD assessment qualification or CPD training.**

- **Participating in the development of specialist areas of SpLD assessment and practice by attending meetings of specialist committees and/or working parties of relevant professional or other competent bodies charged with such work**
- **Study towards professional qualifications: *Evidence of successful completion of course must be provided.***

Remember: *All CPD must include reflective analysis on what has been learned and how the material might impact on practice.* For every entry, it will be important to keep the following three questions in mind when completing your log:

1. **What** have you learned?
2. **What** would you change as a result?
3. **What** has been the impact on your practice?