THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

A GUIDE TO CONTINUING PROFESSIONAL DEVELOPMENT

1. Introduction

1.1. The ethos of The Institute of Traffic Accident Investigators (ITAI) is to promote excellence in the mechanical engineering science of accident (collision) investigation and reconstruction.

1.2. Knowledge and experience are essential to a practitioner's credibility. Continuing Professional Development (CPD) provides a method to reinforce, expand upon and add to a practitioner's understanding and implementation of the science. It will maintain and enhance an individual's personal and professional competence to the benefit of the public.

1.3. Competence is the ability to carry out a task to an effective standard. Competence is developed by a combination of formal and informal learning, training and experience.

1.4. ITAI requires members to undertake CPD and to keep records thereof. The Institute's rules specify minimum levels of CPD to be undertaken by those who hold, or seek to hold, its higher grades of membership.

1.5. The purpose of this guide is to explain the concept of CPD and to assist members to achieve compliance with the Institute's standards.

2.   Responsibilities

2.1.   Members should take ownership of their learning and development needs. A plan should then be formulated to address the means by which those needs might be met. Discussion with employers (as appropriate) to identify components of the plan is encouraged.

2.2.   Members should undertake a variety of development activities, both in accordance with this plan and in response to other opportunities that might arise.

2.3.   Members should support the learning and development of others through activities such as mentoring and sharing professional expertise and knowledge.

3.   Activity Categories

3.1.   Development activities take many forms, with the principle being that they result in learning and development that is relevant to accident (collision) investigation.

3.2.   CPD activity may be verifiable or non-verifiable; with verifiable being where a certificate or other form is provided by the activity provider, recognising participation and quoting a CPD value.

3.3.   Non-verifiable CPD is where no certificate of attendance quoting a CPD value is issued and it is a matter for the individual to assess and record the relevance and development gained from any activity and the number of hours of CPD that should be claimed.

4.   Activity Examples

4.1.   CPD may be achieved by attending or undertaking activities such as:

- courses, seminars, conferences, workshops or technical meetings organised by ITAI or other professional and learned societies or bodies;
- distance learning courses or other supervised study packages;
- technical authorship;

- lecture preparation and presentation relevant to accident (collision) investigation, vehicle examination or allied subjects;

- private study and research relevant to accident (collision) investigation in general or relating to a specific investigation;

- the study of books, journals or professional magazines;

- experience of new and developing technologies and techniques;

- practical demonstrations or testing; and

- informal research and post-qualification studies.

4.2.   The above is not an exhaustive list. It is expected that a submitted CPD portfolio will contain evidence from several of the areas listed above. It is not acceptable, for instance, for the reading of journals or publications to make up the bulk of an annual development programme.

4.3.   Reflection upon what has been learnt or achieved through CPD activities is an essential part of the process.

5.   Recording Methods

5.1.   Members must record CPD activities together with the consequent reflections on those activities.

5.2.   ITAI does not prescribe a format for recording CPD. It does, however, provide a web-based tool that is highly recommended to all members. The tool is located in the members' area of the Institute's website, access to which is restricted to an individual member, the grades assessment team (including the CPD compliance administrator) and the discipline panel. Details of individual CPD activities will not be disclosed to third parties.

5.3.   Other Institutes and learned bodies provide similar web-based tools. Where such organisations allow the production of a complete year's CPD portfolio, submission in this format will be acceptable, providing it complies with the Institute's criteria.

5.4.   For those who wish to submit CPD records in a paper format, a suitable form is examled at appendix 1.

6.   What to Record

6.1.   Members should record regularly a learning and development plan following reflection and assessment of future needs.

6.2.   The record should include an evaluation of CPD activities against any objectives that have been set.

6.3.   The following areas should be addressed in recording and presenting CPD:

- activity;
- relevance;
- development;
- reflection; and
- time.

6.4.   <u>Activity</u> - Explain exactly what was involved in the activity, such as details of a test or experiment, topics of private or structured study, course content and details, as well as the purpose and results of 'on the job' research.

6.5.   <u>Relevance</u> - Describe how the activity was relevant to the member's accident investigation and/or reconstruction role. Whilst the relevance might be obvious to the member, consider how another reader might interpret a particular activity.

6.6.   <u>Development</u> - Taking into account previous qualifications and professional experience, explain how or why this activity developed knowledge or skills.

6.7.   <u>Reflection</u> - Reflecting upon an activity and its relevance is an active process of reviewing the content and benefit to the individual and is particularly useful for capturing learning outcomes from informal or incidental activities, that may often form the greater part of a CPD portfolio.

6.8.   <u>Activity Time and CPD Time</u> - The number of hours engaged in the activity compared with the number of hours CPD claimed is a matter for the individual and will be dependent upon their previous knowledge or experience of a subject and the content and quality of the activity.

6.9.   On occasions the Institute promotes events that may be allocated a specific CPD value and this can be entered directly into the member's CPD portfolio. In all other cases, simply transferring attendance time to CPD value is discouraged in favour of some explanation of the activity, its relevance and the professional development attained.

6.10.   Whilst the CPD from one discipline may overlap that of another, due regard and explanation should be given to demonstrate that which is relevant to the Institute and the field of accident investigation and/or reconstruction.

7.   Review

7.1.   Members shall be required periodically to submit their CPD portfolio for review by the Institute. The Institute will use a 'dip sample' approach to select members for CPD review.

7.2.   Members may also request that his or her CPD portfolio be reviewed by the Institute.

8.   Recognition

8.1.   Achievements of 25 hours CPD in a calendar year are recognised by ITAI and are eligible to be discoverable publicly on the Institute's web site.

8.2.   Members are encouraged to permit such achievements to be published thereby engendering public confidence in their competence.

9.   In Case of Difficulty

9.1.   Members who are unsure about any aspect of achieving CPD or the recording of it are invited to contact either the Institute's CPD compliance administrator or the secretary to the grades assessment team who will be pleased to advise. The Institute is here to help.

September 2019

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APPENDIX 1

CONTINUING PROFESSIONAL DEVELOPMENT

Record Form

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

Record of Continuing Professional Development

Member Name:		Membership Number:	
Date:		Activity or Event	
Organiser:		Place of Activity or Event:	

Description of Activity or Event:

Relevance:

Development:

Reflection:

CPD Brought Forward:	Duration of Activity:	CPD Value:	CPD Carried Forward
hrs	hrs	hrs	hrs