

# APPLICATION FOR RECOGNITION OF CPD

## Guidance Notes

The Application for Recognition of CPD Form provides a means for coaches to gain recognition for CPD that is done using means other than through Coaching Matters Events and the list of Recognised CPD courses. For example it could be used to record and recognise in-house training done through the club or employer, development through mentoring or shadowing senior coaches.

### COMPLETING THE APPLICATION FOR RECOGNITION OF CPD

For an application to be considered the coach must complete Sections 1 and 4 and at least one of Sections 2 and 3, depending on development activity being recorded.

Please provide as much detail as possible to enable us to understand what you have been doing. Please enter accurate personal and contact details in Section 1 to enable us to record your CPD correctly and contact you about your submission if necessary.

### WHAT ACTIVITIES CAN BE LOGGED USING THIS FORM?

Training courses, in-house training, mentored practice, shadowing senior coaches and self-lead research are some examples of activities which coaches might undertake as part of their ongoing development and can be logged in Sections 2 & 3.

### WHAT ARE DEVELOPMENT OUTCOMES?

For each record of development you will need to identify the learning objectives of the activity i.e. what were you aiming to learn or develop by taking part in the activity.

For Coaching Aspects (Section 2) the development outcomes should show progression of the coach's technical abilities (what to coach), understanding and application of the coaching process (how to coach), or , where the coach also holds an assessing or leadership role, assessing and/or leadership abilities as relevant.

For Safe Practice (Section 3) the development outcomes should show progression in the areas of water safety, risk management and keeping up to date with current legislation and guidelines on ensuring the safety of participants

### WHAT EVIDENCE CAN BE USED TO VALIDATE THE RECORD?

Certificates, a relevant reference and confirmation from the training leader are some examples of evidence that can be used to support the **Application for Recognition of CPD**.

When completing Sections 2 & 3 please identify the evidence that will be used for each entry and submit these together with the form.

### WHAT HAPPENS NEXT?

Each application is reviewed to ensure that the content supplies evidence of development in Coaching Aspects and/or Safe Practice. If it meets these requirements the coach's record will be updated and their revalidation extended for an 18 month or 3 year period as relevant. The coach will then be informed of their new CPD Validity date.

# APPLICATION FOR RECOGNITION OF CPD FORM

This form should be used by coaches to record development activity which is not covered by the list of [Recognised CPD Courses](#). Coaches may choose to complete either or both Section 2 and 3 depending on the nature of their development activity. Applications which detail appropriate CPD activity in these areas will be accepted. Where only one of these sections is completed CPD validity will be extended for an 18 month period, where both are completed it is extended for a period of 3 years. All other sections must be completed.

## SECTION 1 – GENERAL INFORMATION

Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Membership Number: \_\_\_\_\_

## SECTION 2 – RECORD OF COACHING ASPECTS DEVELOPMENT

Date	Activity	Development Outcomes	Evidence

## SECTION 3 – RECORD OF SAFE PRACTICE DEVELOPMENT

Date	Activity	Development Outcomes	Evidence

## SECTION 4 - APPLICATION TO COACHING ACTIVITY

Please provide a summary (50-200 words) of the impact that your development activity has had on your coaching and what aspects have changed as a result

### DECLARATION

I confirm that this record has been completed honestly and accurately.

Applicant Signature:

Date:

