

Aesthetics Pathway Qualifications

GA Continuing Professional Development (CPD) and Revalidation for Centre Staff Policy

Introduction

This document provides details of the Continuous Professional Development (CPD) and revalidation requirements for staff undertaking centre-based (internal) assessment and moderation of GA qualifications which form part of the Aesthetics Pathway.

General Requirements

For each GA qualification that a centre offers, the centre must have

- at least one appropriately qualified and occupationally competent Assessor
- at least one appropriately qualified and occupationally competent IQA.

A member of staff (teacher, assessor or IQA) is deemed *occupationally competent* if they hold the same, equivalent or a related higher-level qualification as the qualification or unit they are teaching, assessing or moderating.

Qualifications for Assessors and IQAs are stipulated in the relevant Qualification Specification.

Assessors and IQAs must be employed or contracted by the centre and are required to demonstrate active involvement in a process of industry relevant CPD and maintain up-to-date records/evidence of CPD activities.

CPD Requirements: General Principles

Assessors and Internal Moderators should have access to and engage in regular CPD in order to keep up to date with developments and matters relevant to the qualification and/or relevant industry knowledge and skills.

CPD should be demonstrated through a Personal Development Plan, a reflective diary or CPD Log.

The responsibility for CPD lies with the individual, rather than with the centre, although it is a requirement of the GA Centre Approval Criteria that centres provide appropriate access to staff development provision and hold records of activity centrally. This is in addition to the relevant support Assessors must be provided with to enable them to achieve consistency in assessments.

Additional CPD requirements may be stated in the relevant Qualification Specification or additional assessment guidance documentation for the individual qualification, or component unit of a qualification; however, where they are not stated, or these documents are not available, the following informs the general requirements for CPD for staff involved in the delivery, assessment and internal moderation of the qualifications within the Pathway.

The stipulations provided MUST be followed. Adherence to these stipulations will be monitored during regular External Moderation and EQA Visits to the centre.

Where Assessors and Internal Moderators are working across qualifications in multiple subject areas, CPD requirements are per subject area and in some cases can be pro-rata.

Where appropriate, GA has stated that relevant. Assessors and Internal Moderators who take leave from assessment or quality assurance duties during any 12-month period (for example, for new parent leave) will be able to collect CPD pro rata.

When planning CPD, the choice and range of activities must be commensurate with the technical demand required of the qualifications, which are due to be assessed and/or internally quality assured.

CPD for existing Assessors and Internal Moderators is measured within an annual period, taken from 1 September – 31 August.

CPD hours for new Assessors and Internal Quality Assurers will be measured from the date their role commences.

CPD Requirements: Number of Hours

A set number of CPD hours is required. This consists of:

- 30 hours of CPD annually for staff involved in the assessment and quality assurance up to and including Level 3
- 50 hours of CPD annually for staff involved in the assessment and quality assurance at Level 4 and above.

How should the CPD hours be covered?

Where possible GA recommends that a minimum of 50% of the total hours includes 'hands on' delivery of relevant services in a commercial salon that can be shown to develop individual skill and knowledge levels or undertaking technical training that develops new and/or updates existing skills and/or knowledge levels.

The remaining hours may be covered by a range of other activities such as:

- updating knowledge or skills through the internet, television and other media, industrial updating through visits, placements, or shadowing
- attending briefings by awarding bodies and colleagues
- professional activities
- mentoring
- giving presentations
- research or supervising research
- organising clubs
- attending trade fairs/shows
- working towards a regulated qualification
- courses

Occupational or technical training that supports the Assessor for the qualification type they are assessing or internally quality assuring may include:

- work based learning
- case studies
- peer review
- learning by doing
- work shadowing
- training (in-service, seminars, workshops and development days)
- attending conferences
- membership of committees/trade associations/working parties
- distance or online learning
- professional body courses
- self-directed learning
- reading journals or articles
- reviewing books or articles
- updating knowledge through the internet/YouTube/social media

Where CPD is not evidenced through formal certificates or professional body CPD points, CPD should be evidenced through a reflective practice log or diary.

The CPD logs of all staff involved in course delivery, assessment and quality assurance will be considered at EQA visits.