

## THE SOCIETY OF DYERS AND COLOURISTS

### Continuing Professional Development: a guide for members

#### 1. INTRODUCTION

Chartered Colourist status (C. Col.) in the Society is a recognition of professional standing. It demonstrates a commitment to a professional career and indicates to employers and to the wider community that holders have relevant skills and knowledge and are competent to practice in their particular chosen discipline in the field of colour. However, to be consistent with the practice of other professional societies, the Society has moved to a position in which its Chartered status is not conferred for life but must be maintained through a programme of regular CPD activities.

The competence of members is vital to the continued development and standing of professional colourists. Professional competence can be defined as *'the completion of tasks to the satisfaction of an employer, client and/or professional peers, within the recognised field of expertise of the profession, using all due care and without serious fault or error'*. Competence may be judged in terms of the application of knowledge and skills that the professional colourist might reasonably be expected to possess.

The process of maintaining professional competence, and hence the purpose of CPD, is one of continual development and enhancement of professional expertise through the constant evaluation of existing skills and knowledge in practice, and the willingness where appropriate to discard old and adopt new techniques to improve professional performance. CPD thus represents a personal commitment throughout a working life, after obtaining academic qualifications, to maintaining professional competence.

#### 2. THE SOCIETY'S CPD SCHEME

The CPD scheme requires each Chartered Colourist to undertake 30 hours of appropriate CPD activity each calendar year, to maintain the C. Col. status. Corporate members who do not hold C. Col. status are encouraged to undertake CPD, though it is not a mandatory requirement.

##### 2.1 Recording CPD

The Society has established a service which will assist members to record details of their CPD activities. Members should keep a record of the CPD activities carried out, either in writing on a record card (available from the Society), or on-line at the Society's website. Any supporting documents to verify the CPD record should be kept. If a Region meeting is attended for example, a Certificate of Attendance should be requested; this will form the basis of the record. The Certificate may be signed by the Chairman or the Secretary of the Region. It is the responsibility of each member to record their own CPD activities. Records should be kept for two years for validation purposes.

##### 2.2 Categories of CPD

Eight categories of CPD have been identified. They all relate to colour and its associated disciplines. The categories are:

1	Post-qualification studies	Higher degrees (MSc, MA, MBA, MPhil, PhD, etc.) awarded by recognised universities or institutes of higher learning. This category may also include first degrees, including degrees provided by the Open University and diplomas in colour-related areas of study.
2	Short courses	Courses that serve to maintain, improve and broaden knowledge and skills and develop personal qualities that are directly applicable to colour.
3	Distance learning	Participation in appropriate distance learning courses, or the completion of other distance learning resources, such as the Society's distance learning units.
4	In-company management development	Training undertaken as part of a structured in-company management development scheme, including one-off lectures. Members are required to provide evidence from their employer outlining details of their scheme.
5	Imparting knowledge	Examples include the authorship of books or chapters of books, preparation of papers accepted for conferences and symposia, preparation of articles or reviews, coaching/mentoring, and part-time teaching by non-academics, provided they are related to colour.
6	Attendance at conferences and exhibitions	The conferences and exhibitions must be related to colour.
7	Meetings	Attendance at meetings (excluding social events) organised by the SDC or its Regions, or other relevant organisations, such as TI, OCCA, RSC.
8	Committee work	Participation at SDC meetings or other meetings directly concerned with colour. For example, this could include work on SDC national or regional committees or working parties, committees of other relevant organisations such as trade associations, standards bodies, etc., or the organisation of conferences or seminars.

Please note that in all categories, credit will not be given where an individual is simply carrying out his/her job.

### 2.3 Qualifying hours

The maximum number of CPD qualifying hours for record purposes is:

½ day = 3½ hours

1 day = 7 hours

2 days = 14 hours

3 days = 21 hours

A minimum of 30 hours in each calendar year must be completed. The total number of hours claimed should include at least two categories.

## 3. ADMINISTRATION OF THE SCHEME

### 3.1 Certificates of Attendance

The Society's headquarters will provide the Region officials with blank Certificates of Attendance. The Chairman or Secretary of the Region can fill in the CoA with the details of the event attended and sign it.

### 3.2 Renewal of C. Col. status

At the time of the annual renewal of the membership, if the member has C. Col. status he/she will be required to confirm that the minimum of 30 hours CPD required has been achieved. The membership department of the Society will carry out a random check each year of 10% of C. Col. members by requesting evidence (in the form of attendance certificates, etc.) of the hours claimed. Members who are unable to justify their claim will have their Chartered status revoked, but will be able to remain as corporate members of the Society. It will be possible for such members to have their C. Col. status reinstated the following year on provision of evidence that the CPD requirement has been met. Final decisions about revoking (or renewing) Chartered status from individuals will be made by the Trustees of the Society.

### **3.3 Difficulties in meeting CPD requirements**

Sometimes a member may have genuine difficulties in meeting CPD requirements, such as:

1. Family breaks – such as caring for a partner, children, relative or friend, and including long-term sickness.
2. Remote working – involving prolonged periods away from home.
3. Career change – involving periods working outside a colour-related occupation.

In recognition of the difficulties which some members may experience (for whatever reason) in meeting the requirements of CPD, the society will operate a system of CPD credit assignments. These assignments will be personalised to an individual's situation, so that knowledge and skills can be updated in a way that will provide the opportunity for members with difficulty in attending the more normal type of CPD events to undertake structured CPD at times which fit in with their other commitments.

If this approach is not feasible for an individual's situation, then, by agreement with the Trustees, the C. Col. status of a member may be suspended temporarily.

### **3.4 Monitoring the scheme.**

The operation of the scheme will be monitored by the Board of Trustees, which will receive an annual report from the Membership Department.

## **4. CPD AND THE ROLE OF THE SOCIETY**

The Society has an important role to play in assisting members to achieve their own commitment to CPD, and, in doing so, ensure the success of the scheme to the benefit of all. To this end, the Society will endeavour to ensure that CPD events are readily available and accessible to all members. It will ensure that all members are kept informed about available courses and seminars and how these may count towards the attainment of the CPD requirements.

Regions also have an important facilitating role to play in assisting their own members to undertake CPD by promoting local events such as meetings, sponsored seminars on topical issues. With the exception of social events (e.g. dinners, golf outings, dances, theatre visits) attendance will normally count as CPD time. These meetings also provide the opportunity for members to present papers on topical issues, for which CPD time for their preparation can be claimed additionally.

## **5. CPD AND THE ROLE OF EMPLOYERS**

Employers need to ensure that their staff are not only up-to-date, but are also developing new skills and knowledge. They have the right to expect their employees to maintain acceptable levels of professional competence and, to that end will provide the framework within which some of the CPD activities which maintain that competence can take place. Whilst the responsibility for undertaking CPD rests with the individual Society member, the process must be a partnership between the employer and the employee.

Attendance at in-house training courses, seminars or workshops, or participation in research or development projects could be facilitated by the employer and form part of a Professional Development and Review scheme operated by the employer.