

## CONTINUING PROFESSIONAL DEVELOPMENT

### Introduction

The Scottish Register of Language Professionals with the Deaf Community (SRLPDC, or "The Scottish Register" for short) places great emphasis on the value of formalised continuing professional development (CPD), and to that end, fully supports and endorses the compulsory programme for all registrants. The Scottish Register includes a statement affirming commitment to CPD as part of the registration and re-registration process. In order to maintain their registration, SRLPDC registrants are required to engage in 30 hours CPD during each registration year from a broad and balanced range of activities.

### Purpose of CPD:

National Occupational Standards in Interpreting (NOSI) require professionals to:  
*'demonstrate a commitment to continuing professional development.'*

For an overview of the National Occupational Standards in Interpreting (NOSI), principles of professional practice and a glossary of specialist terminology, please refer to Appendix 1.

Each professional is expected to demonstrate that they are committed and capable to plan and implement his or her individual Continuing Professional Development (CPD) programme. Registrants are responsible for identifying their own training needs, and ensuring their skills and knowledge are kept updated. This is essential for their ongoing effectiveness as SRLPDC-registered practitioners.

CPD supports practitioners to focus on their development needs and encourage self-reflection as they work further towards raising standards in their profession(s).

CPD is a process of recording what learning and knowledge you have gained as you work – both formally and informally. It is not a 'tick-box' record of tasks carried out or 'time spent' on learning and development.

### **Benefits of CPD:**

CPD helps practitioners to focus, reflect, review and document their learning and to develop and update their professional knowledge and skills. CPD can help capture and document experiences and knowledge they found useful for their career as a registered practitioner.

CPD enables practitioners to

- *update knowledge and skills in the current interpreting/ communication field and also in new areas of practice*
- *raise their profile through certification and networking*
- *have informal CPD activities accredited*
- *demonstrate their commitment to interpreting/communicating*
- *develop new and/or enhance existing skills – making challenging tasks easier to deal with*
- *increase confidence, skills and knowledge in their professional abilities*
- *enhance their CV showing what they can do and their commitment to their professional role.*

### **What are our registrants required to do?**

All SRLPDC registered and trainee practitioners are required to engage in 30 hours of activity in the CPD year which runs from 1st October to 30<sup>th</sup> September each year. They are required to plan their own CPD programme, and they decide what they want to do and when.

Their CPD programme needs to:

- *be documented*
- *be self-directed*
- *focus on their learning from experience and reflective learning*
- *include all learning and development activities that they undertake over the year with SRLPDC, through other organisations and also self-learning activities.*

SRLPDC's CPD Policy is based on the revised National Occupational Standards (2017), in particular, the following units;;

*CFAIN05 -• Evaluate and develop your professional practice as an interpreter*  
*CFALSC03 -• Develop your performance as a lipspeaker*

Detailed specifications for these units can be found in Appendix 1.

In order to maximise accessibility, submissions in alternative formats (e.g. paper, video, audio recordings etc) are welcome. Written submissions can be directly uploaded to SRLPDC's website or submitted via e-mail.

Activities should be broad ranging, balanced and varied – the Board of Trustees can offer advice and guidance on developing a balanced CPD programme if required. A maximum claim of ten hours is permitted for any one activity -this is to ensure breadth and variety in practice.

Evidence could come from a range of activities -• from developing the profession (e.g. work for The Board of Trustees for SRLPDC or with another similar organisation), as professional and personal development (e.g. reflective practice or giving/ receiving of mentoring or supervision) or as training (interpreting-•specific or domain specific learning that will enhance practice).

Detailed examples of possible activities are listed in Appendix 2.

In summary, in order to continue to be registered with SRLPDC, registrants must complete 30 hours in CPD activity from a broad and balanced range of activities in a year, keep a record and evidence of their CPD activity, and submit these records of their CPD to SRLPDC by the prescribed deadlines. If a registrant's validated hours exceed the required amount in the CPD year, a maximum of five hours' CPD can be carried forward to the following year.

## **Validation and Standardisation**

All CPD evidence submitted is validated by the independent CPD Checker in the first instance. However, the CPD checker may send on specific pieces of evidence or excerpts thereof to the Board of Trustees. This will offer an opportunity for them to examine and review a cross section of evidence submitted against the NOSI to ensure parity of validation across the board. All pieces of evidence will be anonymised before being passed to the Board so they will not be aware of who the practitioner is. Their focus will be solely on whether the evidence in hand meets the required standards. Outcomes will be recorded, feedback provided to registrants, and SRLPDC's guidance will be updated accordingly.



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### Practice Breaks

SRLPDC acknowledges that some people may wish to take a practice break, whether it be through illness, maternity and parental leave, or for other reasons.

If a break is for less than one year, SRLPDC will work with members to look at their development plan and determine the reduced number of hours of CPD activity they need to do.

If their break is for one year or more, they will need to meet certain CPD requirements before they can register again. Each person's case will be looked at individually to make sure development needs are identified and NOSI continue to be met.

Any application for a practice break or extension for submission of CPD evidence must be submitted in writing to the Board of Trustees in the first instance.

### Plagiarism and Academic Dishonesty

SRLPDC views plagiarism, academic dishonesty or cheating seriously and under no circumstance will they be tolerated. This covers all activities related to evidence produced by members for CPD purposes.

For the purpose of this policy;

**Plagiarism** is defined as:

- Copying the exact words of another writer without using quotation marks and without referencing the source.
- Using the ideas of other writers without referencing the source.
- Copying other practitioners' written work.

**Academic Dishonesty** is defined as:

- Knowingly providing evidence to another practitioner in written, word-processed or electronic form.
- Knowingly copying or using the work of others.
- Deliberate falsification of evidence.
- Using examples of practice as evidence which has been carried out by other colleagues.



If there are concerns that any evidence may not be the registrant's own, a report on the concerns together with relevant evidence will be submitted to SRLPDC's Board of Trustees, who will decide if there appears to be grounds for a further independent investigation. SRLPDC reserves the right to suspend or exclude from the Register any practitioner who submits, or attempts to submit, false evidence.

### Failure to adhere to agreed process

If a registrant has not met the requirements of SRLPDC's CPD process by the agreed deadline, they will be offered the opportunity to provide additional evidence. They can also choose to be supported by the CPD Checker, a member of the Board or by fellow interpreters/ practitioners to review their CPD and plan ways to generate evidence accordingly if they wish.

If the registrant consistently does not achieve the CPD requirements and cannot supply a valid reason for doing so (e.g. through illness or other extenuating circumstances), SRLPDC reserves the right to suspend them from the Register until they can demonstrate they have met the requirement. They can appeal against this action to the Board of Trustees in the first instance.

## APPENDIX 1

Details of the relevant specifications of the National Occupational Standards can be found at <https://www.ukstandards.org.uk/> by inserting the word "interpreter" into the "occupation" search facility.

The direct links below show units of particular interest to our professional group;

CFAINT05 --Evaluate and develop your professional practice as an interpreter;

<https://www.ukstandards.org.uk/PublishedNos-old/CFAINT05.pdf>

CFALSC03 -- Develop your performance as a lipspeaker;

<https://www.ukstandards.org.uk/PublishedNos-old/CFALSC03.pdf>

This link may also be of interest;

CFASTTR4 Develop your performance as a Speech to Text Reporter

<https://www.ukstandards.org.uk/PublishedNos-old/CFASTTR4.pdf>



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### APPENDIX 2

#### EXAMPLES OF CPD:

Please note the following is not an exhaustive list of recognised CPD activities for which credit can be claimed.

- Participation at a national level is the active participation in the work of SRLPDC at a national level, e.g. involvement in the Board of Trustees or project work for the Scottish Register. The evidence could be a copy of minutes that confirm your role and attendance at meetings or a write up describing your input.
- Involvement in, or contribution to, relevant national or international organisations (not SRLPDC). This contribution may be at an executive or at operational levels if the activity promotes the profession. Evidence should be a letter of invitation, copy of minutes, reports detailing the contribution which has been made.
- Contribution to interpreting/ communication as a profession may be participation in the work of SRLPDC contributing to the development of the profession, including networks, regions, task groups, working groups, actively contributing. Evidence should be a log of half days spent, letters of invitation, reports/minutes of meetings.
- Reflective practice. This is an important aspect of CPD allowing credit for critical reflection in your working practice. Research into new information, updating existing knowledge, and developing new strategies can all count. Activities which may be relevant can include reading relevant journals, books, reports or articles, watching relevant TV programmes, website downloads, on-line learning, or other extensive searches for knowledge/information which will improve your working practice skills. Participation in discussion forums and contributing to discussions is valid CPD activity. Evidence should be a record of the publications reviewed and/or the source of the information gained. You should include print-outs and dates printed where applicable. You need to state how this activity has/or will benefit your profession.
- Giving/receiving Mentoring or Supervision. Mentoring, coaching and supervision area activities where support, critique, empowerment is given/received in order to pursue career development and progression. This may be done formally or informally.





- The support given/received should be related to personal or professional development and should have a direct impact on your work. Evidence should be in the form of a log of mentoring activities given/received. This does not need to include confidential information. You must be able to demonstrate the relevance to your development in your profession.
- If you have had an article, case study or review published which is relevant to the profession, this can be a CPD activity. The thinking demonstrated should be researched and be in line with current thinking about working practice. The evidence should be a copy of the published material with reference to source and date of publication.
- Volunteer work. This can include any kind of volunteer work that may contribute to the your personal or professional development or learning. The evidence should be documentation from the group/organisation or brief write-up of activities undertaken and the benefit to you.
- Attendance at Deaf or related events. This may include attendance at events such as BDA conferences, Deaf clubs, or other Deaf related events. Evidence should be documentation from the group/organisation or brief write-up of activities undertaken and benefits to you.
- National and International Conferences on interpreting/ communicating. The attendance at a national or international conference including, for example - those organised by ASLI, EFSLI, and WASLI, or at conferences where there is a special interest group dedicated to practising registrants. Evidence can include documentation around conference registration or receipt of registration fee.
- Delivery of a course relevant to your profession in interpreting and/or other working practices. This category is aimed at trainers who provide training on registered courses. This also includes any kind of presentation, workshop, course, or seminar about theory and practice related to your profession. Evidence may be a copy of brochure or advertising material, relevant correspondence, or training contract. Where a half day or more is claimed this must be for the actual delivery of a course, workshop or similar. The does not include preparation time or follow-up activities.
- Attendance at a related training course. Completion of any registered training day or course. Evidence will be a certificate of attendance



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- Attendance at a training course relevant to interpreting/communicating. Attendance at an event relevant to interpreting/communicating. The event may be a seminar, workshop or training course. The justification of the course's relevance to your profession(s) should be explained in the CPD log. Evidence will be certificate of attendance, award, or receipt of payment for course fees.
- Attendance at a training course indirectly relevant to your profession. This category is aimed at any other training course that's not directly related to your profession but supports your personal development. e.g. specialist area of work e.g. medical, legal, accountancy fields, or it may be a business course. Evidence should be a certificate of attendance, achievement record, learning journal and details of how this has benefited you.
- Informal learning activity. This category includes a group of colleagues discussing and learning together in relation to an assignment, or a specific field, or in a specific setting. Specific practice may be reviewed and evaluated. This could include where feedback is provided against agreed criteria. Evidence could be a record of summary points from the discussion, a feedback report, or personal development plans for participants.
- E-Learning seminars. Online conferences that are relevant to your profession. Evidence can include copy of email dialogue, or a registration document.
- A higher education award programme in interpreting/ communicating. Attendance of a higher education programme which should lead to either trainee or full registration with SRLPDC. Evidence could be a certificate of enrolment, annual assessment results, or a copy of the final award.

**August 2025**

**Next revision due: August 2026**

*\* Please note, the use of the term "interpreter" throughout this document is intended to refer to practitioners from all SRLPDC registration*