

The Woodworking CPD programme



Take control
of your
development

A framework
for professional
development in the
woodworking sector

Brought to you by



Supported by



A CPD programme for the woodworking industry

At the BWF, we're committed to supporting businesses in developing their workforce and individuals' careers in the joinery and woodworking industry. Whether you're an apprentice just starting out in bench joinery or wood machining, or the managing director of a woodworking firm, this specialist continuing professional development (CPD) programme enables both individuals and companies develop skills, record success and recognise development needed for your business to excel.

The Woodworking CPD programme is run by the Woodworking Industry Training Forum (WITForum), led by a group of volunteer industry leaders drawn together by the BWF with the aim to raise skills, improve provision, support recruitment, and give the industry a voice on skills.



How does the Woodworking CPD programme benefit your organisation?

The Woodworking CPD scheme is a simple way for employers to put in place a framework for development of their staff that will enhance the company's skills base and assist employees in taking ownership of their own development.

- Aids in constructing a training & development plan for company employees and the company as a whole
- 'Goal theory' teaches that for goals to be effective, they need to be clear and measurable. This CPD programme provides clear and measurable training objectives that can be linked to the needs of the organisation and help the business grow
- Provides a framework for you and your employees to identify key development requirements
- Certificates and grades of achievement provide an incentive for employees to engage and increase their professionalism, which will have a positive impact on skills and work ethic
- Potential to bring new skills in all areas of the business that will spark innovation, efficiency drives and increase profitability
- Helps employees take ownership for their own development and receive external recognition of their efforts
- The CPD scheme provides training and development opportunities directly, as well as signposting to other resources for development, many of which are free or attract funding
- Structured in a simple framework to make it easy for you to engage your full workforce, from the apprentice up to the managing director
- Increasing staff morale & motivation, and improving productivity
- Supported by ConstructionSkills, registered employers can claim funding to support eligible areas of development or training



What does the Woodworking CPD programme give individuals?

- A structure for prioritising, managing and recording professional development
- A simple and streamlined programme that allows you to clock up learning & development hours, structured specifically for our industry, tracking all knowledge, training & qualifications you undertake
- A programme open to all occupations within the joinery & woodworking industry, including non-craft occupations
- A mechanism to benchmark achievement
- The means to achieve a special recognition grade for your commitment to personal and continued development of your knowledge, building your professional credibility
- Formal recognition for your development throughout your career, issued by the leading authority for the joinery and woodworking industry, back up by the added credibility of the Construction CPD Accreditation Service



"CPD places my business in a better position to keep abreast of latest thinking and developments. Combining new and old ideas effectively gives me a competitive edge, whilst presenting a more professional image to customers and suppliers".

**Peter Love, Managing Director,
Oakwrights of Bath Joinery**

What is CPD?

The Chartered Institute of Professional Development defines continuing professional development as a combination of approaches, ideas and techniques that will help you manage your own learning and growth .

The BWF-led Woodworking CPD programme has been structured inline with this definition, providing a flexible model to cover a range of activities that you will already be doing, or can easily factor in, as part of your job.

Why follow the CPD route?

On-going job security and progression is critical, whatever stage you are in your career. A commitment to CPD demonstrates to your employer or prospective employers, your professionalism, the contribution you make to your work, and what an asset you are to the team.

CPD provides a framework for you to plan, record and reflect on your skills and development so that you will be able to achieve new roles and challenges in the future.

What's the next step?

Any development that you or your team complete with the BWF CPD year (running from 1st August – 31st June each year) can count towards the 30 hours annual target. We have a robust programme, but you will be surprised how easily you can meet your target with the different CPD categories. Look at the record sheet at the back of this document or visit www.bwf.org.uk/CPD for more information.

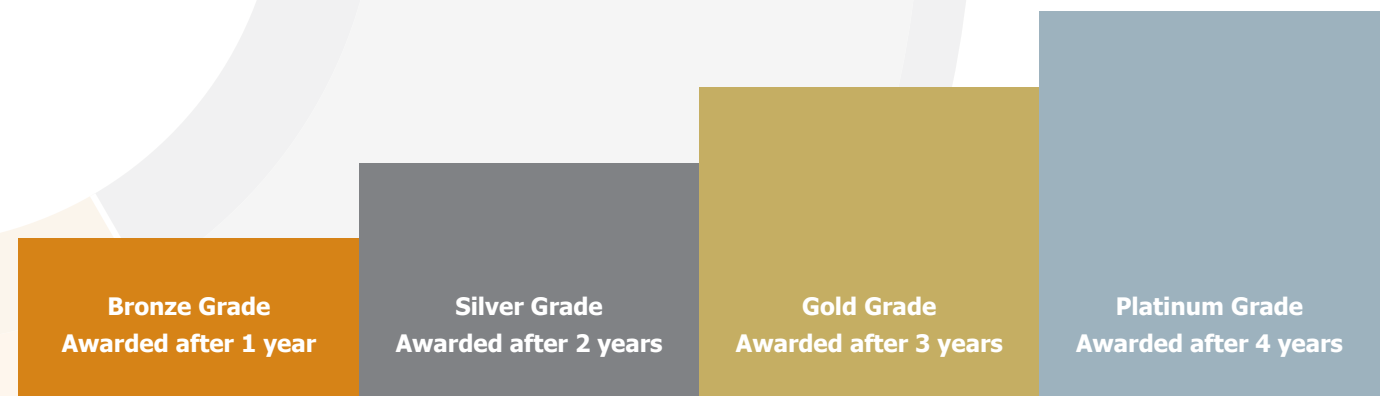
Once hours are logged, you'll need to return the log sheet, signed by an appropriate manager, to declare activity. You will only need to submit evidence of your CPD activity if you are selected as part of an audit, which you will have to complete at least every three years. It is recommended that you collate evidence of your activity as you go along in case you are audited.

Registering & engaging in the programme is free, and we levy a small charge for the issuing of your CPD certificate.

What grades of achievement can I gain through the BWF CPD programme?

Central to the programme is that your development is 'continuous'. The BWF CPD programme recognises continuous development overtime through special recognition grades.

You'll get a certificate every year you successfully complete 30 hours of CPD development, and gain Bronze special recognition grade after one year. To gain a silver grade and above, you'll need to have completed a Level 2 or higher qualification (with relevance to the joinery business) and have engaged in the CPD programme for 2,3, or 4 consecutive years. You'll also need to have your CPD record audited before you can start achieving the silver, gold and platinum grades.



Building up CPD Hours

You will need to log 30 hours each BWF CPD year, which runs from 1st August – 31st July. We have six categories which you can log hours against, and much of this you will probably already be doing, making reaching your 30 hours target easier than you might think.

Evidence for CPD accreditation

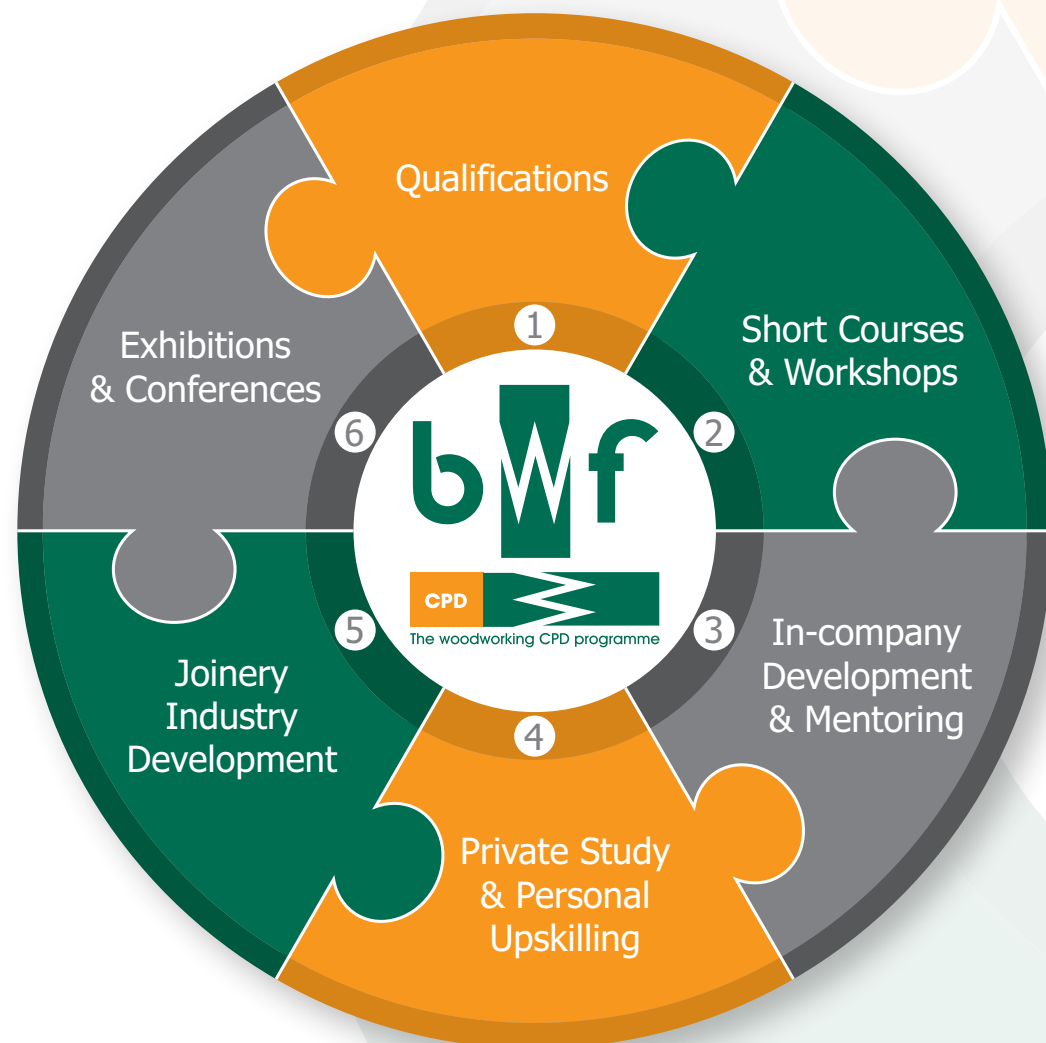
The diagram below shows different categories of activity that counts towards CPD accreditation and the table overleaf provides some examples and the evidence required. **We do not require evidence from everybody**, but we do conduct an audit of a proportion of applicants to ensure standards are adhered to. Therefore, it is advisable that you **keep a record of evidence in case you are randomly selected for an audit**. This will take place for every CPD applicant at least every three years.

If you are undertaking a qualification or apprenticeship through the BWF's training provider Didac Ltd, you will automatically be CPD accredited and a log sheet will not need to be returned.

CPD Categories

The diagram below shows the 6 categories that are eligible for CPD hours.

We explain each of these elements in more detail in the table overleaf, giving examples of what you can log in each of these categories, and the maximum number of hours you can log.



Finding CPD resources

There's a wealth of places you can find resources that count towards CPD, whether its full qualifications or free online materials that you can read.

Log on to www.bwf.org.uk/CPD for a database of resources that is regularly updated and benefit from peer-to-peer training tips, recommendations and signposting.

Providing support on the CPD Journey

In addition to our online resources, the BWF can provide direct support to help on your and your staff's CPD journey. The BWF's Training Manager, Dave Campbell, manages the programme is on hand to assist companies and individuals reach their CPD goals.

The BWF Training and CPD helpline is available on 0844 815 9981



"CPD is not just about qualifications and short courses, although they undoubtedly play their part in your professional development. Much of your CPD journey you will already be undertaking through reading the trade press, accessing our publications and briefings, and anything that you do off your own back that's not formal training that develops your skills and knowledge and helps you perform better.

If you're not sure where to start, take a look at the CPD pages of our website where we have a wealth of resources that match all six of the categories, or if you want some more specific advice for you or your team to find qualifications, courses or other CPD materials, I'm just at the end of the line."

Dave Campbell, BWF Training and CPD Manager

Gaining CPD accreditation

Once you've completed your CPD log sheet (the back page of this document) you'll need to submit it to the BWF by the end of July 2013. You'll also need to enclose a fee of just £10+VAT (for individuals in BWF/WITForum member companies) or £50+VAT (non-members) per applicant, which covers the administration and production of your certificate. This can be paid by cheque made payable to British Woodworking Federation, BACS or credit/debit card.

If you are undertaking an apprenticeship or NVQ qualifications delivered through the WITForum's training partner Didac Ltd, and are a member of the BWF/WITForum, the fee is included within the cost of your course.

Please send your log sheet to Woodworking CPD, BWF, The Building Centre, 26 Store Street, London WC1E 7BT.

Your Woodworking CPD Log Sheet

Name: Job Title:
Email address: Contact number:
Joinery Company I work for:
Is the company a BWF member? Yes No Company membership number:
Manager's name: Manager's job title:
Manager's email address: Manager's contact number:

We keep a record of your manager's details in case we need to check anything on your log sheet, however, we will inform you before we approach your manager directly. If you're at the top of your organisation, this should ideally be another director.

Testimonials & Reflecting on your CPD Activity

Private Study & Personal Up-skilling Testimonial

If you logged any CPD hours under category 4, please explain what you learnt and how you have applied your learning to the workplace:

Joinery Industry Development Testimonial

If you logged and CPD hours under category 5 which was outside of the BWF, please explain what you contributed to and how it benefits the industry:

Reflecting

What was the most important area of development that you addressed this year and why?

Which areas of development do you plan to address in the next CPD year

Your Declaration

By submitting the above CPD log sheet I confirm that this is a true record of my Continuing Professional Development for the CPD year . I understand that if I am chosen to be audited I will need to provide evidence of my activity, which will need to be submitted within three weeks of the request for evidence being made. I understand that my failure to provide the necessary evidence could result in not achieving CPD accreditation for this year, will affect my progress in achieving special recognition grades, and that the deliberate falsification of activity could result in being banned from future participation in the CPD programme. Along with this log sheet, I enclose payment, or have arranged for payment to be made, of £10+VAT (for BWF/WITForum Members) or £50+VAT (non-members) and am aware that I will not be issued with a certificate unless the fee has been received. I also understand that this fee is non-refundable, even if after audit I do not achieve CPD accreditation. I also agree to the terms & conditions of the programme as outlined at www.bwf.org.uk/CPD.

Signed: Print Name: Date:

Manager's Declaration

I, the manager of the person to whom this CPD log sheet refers (or another director), confirm that this is a true record of the individual's Continuing Professional Development for the CPD year Aug 2012 – Jul 2013. I understand that in the event of an audit, I may be required to submit evidence on behalf of the individual. I understand that declaring deliberately falsified CPD activity for this individual could result in the individual being banned from the CPD programme and, as well as my own participation, either as the CPD candidate or being able to act as a manager declarant. I also agree to the terms & conditions of the programme as outlined at www.bwf.org.uk/CPD.

Signed: Print Name: Date: