

DRAFT CPD FRAMEWORK

Category	Description	Max points to be claimed per category	Notes (all activities must be evidenced)	Examples Potential Evidence
A	Special Personal development	26	<p>8 for creating and developing a new itinerary and tour notes. (to be: 1-1½ hour walking tour or 1-1½ hour gallery tour or ½ day coach tour.)</p> <p>6 for creating tour notes and testing an itinerary for tour as above.</p> <p>6 Practical or written re-assessment exercise</p> <p>4 Self-assessment exercise</p> <p>3 for personal visit (min 1 hour duration) to gallery/museum/exhibition</p> <p>3 for general research, reading</p> <p>2 per 1 hour TV watching, theatre, cinema, radio, focussed internet research</p>	<p>eg for International Day of the Guide Itinerary Note Headings</p> <p>eg for tour operator: Date of test, Note Headings</p> <p>Date of assessment, copy of results (Self-reflective diary)</p> <p>Date, copy of conclusions</p> <p>Date, note of highlight Points for research can be claimed per topic based on a dedicated half day</p> <p>Date (except for reading), Full title, note of highlight</p>
B	Relevant Courses / classes / guided visits	26	<p>3 per half-day for any other short course or guided visit/familiarisation visit</p> <p>2 per lecture/class</p>	<p>Date, title, outline programme, confirmation of attendance, <i>results of any assessment</i></p>
C	Institute Accredited Courses	40	<p>40 Full Blue Badge</p> <p>30 Level 3</p> <p>26 Level 2</p> <p>22 per endorsement course</p>	<p>Title, dates and confirmation of attendance, <i>results of assessment</i></p>
D	Assisting Learners	26	<p>10 for mentoring/tutoring/ support activities (evidence required) for full training programme.</p> <p>8 for tutoring on relevant course or endorsement course</p> <p>6 for providing a CPD event of 2-4 contact hours.</p>	<p>eg for participant on (Institute accredited) training programme. Title and dates of training programme, schedule of support</p> <p>Title, nature and dates of course, schedule of participation.</p> <p>Title, nature and date(s) of event, schedule of participation</p>
E	Conferences, Exhibitions, Promotional Events and Events for Professional Associations	16	<p>4 per day for attending a Tourist Guiding/Travel trade Industry Conference and/or Exhibition</p> <p>8 for working on a stand at a Travel Trade exhibition or as staff at a Travel Trade Conference</p>	<p>eg Regional Guiding Conferences/Events, FEG, WFTGA, Day Out Fairs, World Travel Market</p> <p>Dates and title of event, travel/parking/programme</p>