



# NORFOLK LOWLAND SEARCH AND RESCUE

## CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Continuous Professional Development (CPD) is a process of continual learning and development through which all volunteers, whether in approved roles or other areas of NORLSAR update their knowledge and skills throughout their working life in order to maintain and improve professional competence.

### **1. WHAT ARE THE AIMS OF CPD?**

To enhance the quality of service provided by NORLSAR to the Police and Misper

To help create opportunities for volunteers in terms of job fulfilment and progression

To meet the requirements of NORLSAR, ALSAR and the Police.

### **2. HOW MUCH CPD IS REQUIRED ANNUALLY?**

The annual amount of CPD is determined by whether or not a volunteer's role is active on searches.

Volunteers in approved active search roles must complete the following modules in a 12 month period :

5 Search Scenarios

Basic Navigation

Basic Radio Techniques

Basic First Aid

Basic Water Safety

Search Dog Familiarization

Night Exercise

Weekend Exercise

Team Building Event

Fund Raising Event

### **3. WHEN MUST CPD BE DONE?**

CPD is reviewed annually as part of the NORLSAR committee's responsibility to ensure that all active volunteers meet the ALSAR required standards. It is expected that you plan your CPD activities throughout the year using the training calendar to enable you to meet your CPD commitment.

### **4. WHAT ARE THE DIFFERENT TYPES OF CPD?**

There are two types of CPD learning 'structured' and 'unstructured'.

Examples of structured CPD activities:

- NORLSAR Training Modules (of which a minimum of 14 as mentioned above should be completed)
- Search & Rescue related and job specific training programmes offered by an external provider, a SAR body (such as UKLSI) or NORLSAR.
- Attendance at conferences and structured discussions where the focus is on updating knowledge
- Publishing research and/or technical books/articles.

- Lecture preparation and delivery of a paper at a conference, seminar or course.
- Studying for a relevant examination.
- Examination setting and moderation, creating examination papers or composing examination questions.
- Technical presentations (not part of the volunteer's normal job role).
- Professional institute or trade body work.

## **EXAMPLES OF UNSTRUCTURED CPD ACTIVITIES**

Reading technical articles, bulletins, manuals, professional briefs and technical journals

## **ACTIVITIES THAT DO NOT COUNT TOWARDS CPD**

Active searches, internal meetings and discussions (except where these can be genuinely described as coaching or mentoring sessions)

## **5. RECORD KEEPING**

All volunteers are responsible for recording and maintaining their own CPD record in their Training Manual and each session will be signed off by an appropriate NORLSAR representative. Records will also be kept centrally by the Training Officer.