

How to Calculate your CPD Credits

Step 1

First of all you need to refer to the table below. Choose which CPD activity type you have completed, and then refer to the 'base credit value' column in order to start your calculation.

	CPD Activity Type	Base Credit Value
1	I have attended a course or completed an E-Learning course that I booked through the IMI	Your base credit value is automatically added to your CPD record
2	I have attended a course or completed an E-Learning course that I booked outside of the IMI	Your base credit value is the total amount of learning hours spent on this course, minus any time for lunch/tea breaks etc. For example, if you did a 1 day course that was 8 hours long, minus 1 hour for lunch, your base credit value would be 7 .
3	I have completed a Nationally Recognised Qualification (i.e. NVQ, SVQ, VRQ etc)	Your base credit value is the QCF, SCQF or CQFW credit value assigned to this qualification. You will find this value on the bottom of your certificate, or by contacting your awarding organisation.
4	I have done some reading (i.e. read a book, report, article, technical document etc)	Your base credit value is based on the time spent reading. i.e. if you spent 3 hours reading your base credit value would be 3 . *PLEASE NOTE – you can only claim a maximum of 18 CPD credits for reading in your 3 year cycle, without evidence of impact.
5	I have attended a CPD qualifying MA (Member Association) event	Your MA chair will have informed you of this – your base credit value should be either 2 or 3 .
6	Other – this might be a seminar you have attended, a workshop, a presentation, research, consulting etc	Your base credit value is the time spent on this activity. If you attended a seminar for 4.5 hours then your base credit value would be 4.5 .

Step 2

If you chose CPD Activity type **1,3,4,5 or 6** from the table above, please skip to **step 3**. If you chose activity type 2, please answer the following question:

Did the course you attended have an assessed outcome? i.e. was there an end test, exam or assignment where you received either a pass or fail mark? If you have answered **yes** to this question, then you can add **1** CPD credit to your base credit value.

Please be aware that we will be conducting random audits throughout the year where we may request at any time proof of an assessment i.e. if you have answered 'yes' to the above question we may ask to see a certificate or proof of pass.

Step 3

Now you have your base credit value, you can add CPD credits for completing all or part of the activity review reflective questions. With all CPD activities it is mandatory for you to complete the 'Knowledge' box in the activity review as a minimum requirement. However, you can achieve more CPD credits by completing the 'Behaviour' and/or 'Working Practice' section. If you can tell us how this activity has affected your **Behaviour**, then you can add **2 CPD credits**, if you can tell us how this activity has affected your **Working Practice**, then you can add an additional **4 CPD credits**.

To see more detailed information on how to calculate your CPD credit visit www.motor.org.uk/cpd/about-cpd.html and download a copy of the IMI's credit-based system for CPD and Professional Register