



THE INSTITUTE OF THE  
MOTOR INDUSTRY

## **IMI Professional Register**

### **Terms and Conditions**



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## Introduction

The IMI has written this document to provide information about the Terms and Conditions that IMI Professional Registrants need to adhere to. When signing up to the Professional Register you are accepting a mandatory responsibility to undertake Continuing Professional Development (CPD). Therefore, being on the Professional Register is very different from being an IMI member. To note; IMI membership did have a voluntary CPD requirement prior to April 2011 which is now obsolete.

## Professional Register Key Questions

### What is the Professional Register?

The Professional Register represents people who have proved they have the right qualifications, knowledge and experience to practice professionally within our industry and who maintain their professional standards by carrying out CPD. The Professional Register will be available to public view in April 2013, being designed to help improve the image of the industry giving individuals and businesses a way to show that they are professional, currently competent and work in an ethical way.

### What is CPD?

CPD stands for Continuing Professional Development and the IMI define CPD as a range of learning activities through which industry professionals maintain and develop themselves throughout their career. This is so they keep their skills and knowledge up-to-date enabling them to work effectively and ethically, adhering to the IMI Code of Conduct. CPD can cover the whole spectrum of learning and can include on-the-job development, structured formally assessed training courses and qualifications through to more informal or unstructured opportunities such as reading technical journals and learning through experience.

### Will I be able to achieve the CPD credit target?

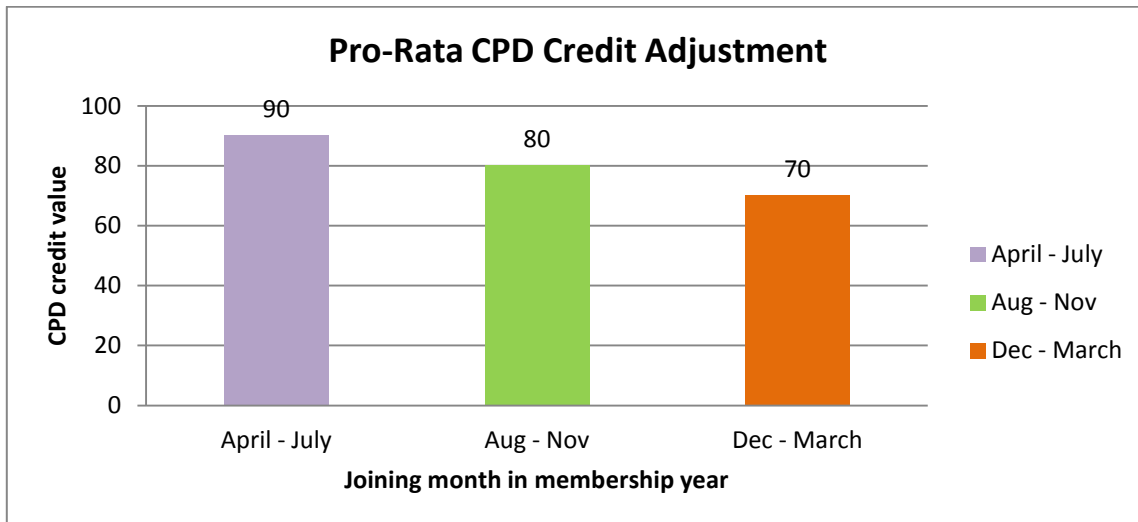
By signing up to the Professional Register you are committing to achieve 90 CPD credits over a 3 year CPD cycle. The 90 credit target is **achievable by everyone** because it does not necessarily mean 90 hours of learning as the impact of learning is taken into account when claiming CPD credit. For example, for self-evaluated CPD, one hour of activity equates to one CPD credit but you can add up to 6 additional CPD credits if you can evidence changes in behaviour and/or working practice. Cost should not be a barrier either as you do not have to attend formal paid for courses to meet the requirement.

The CPD target is *approximately* 12 days of CPD activity without taking into account additional impact credits. It is highly recommended that the target is met by achieving 30 credits per year which is equal to *approximately* 4 days of CPD activity per year. This will avoid a backlog towards the end of the registration period and help to spread any cost and time away from the workplace within any one year. It is also more appropriate for **continuing** professional development as there will not be long time periods where no CPD activity is undertaken.

You can make your own decisions about the kinds of CPD activity that you do and the IMI's Credit-Based System for CPD and Professional Register gives you the flexibility to plan your own CPD in a way that suits your work, your learning needs, your preferences, and the time and resources available to you. For further guiding information on IMI CPD credits and how to achieve the CPD target please read the IMI's Credit-Based System for CPD and Professional Register user guide. To obtain a copy please call the CPD team on 01992 511521 or download a copy from [www.motor.org.uk/cpd/about-cpd.html](http://www.motor.org.uk/cpd/about-cpd.html)

### What if I sign up mid-way through a membership year?

The membership calendar year starts in April and ends in March. The point in the membership calendar year that an individual signs up to the Professional Register will determine the amount of CPD credits they are required to achieve over their 3 year CPD cycle. As the following graph illustrates, 90 CPD credits are reduced by 10 credits at two key-stages. If signing up to the Professional Register between April and the end of July the full 90 CPD credits must be achieved. Entry between August and November requires 80 credits and between December and March requires 70 credits.



## Terms and Conditions of Professional Registration

When signing up to the Professional Register you are agreeing to:

1. Keep your knowledge and skills up-to-date through participation in CPD
2. Meet a 90 CPD credit target over a 3 year CPD cycle; ideally completing 30 CPD credits per year (taking into account reading restrictions)
3. Maintain an up-to-date and accurate record of your CPD activity using the IMI on-line CPD management tool (available to IMI Professional Registrants only)
4. Demonstrate your CPD activities are relevant to your job role and current or future working practice, ideally demonstrating tangible impact too
5. Allow a random audit to be carried out to check the quality and authenticity of your CPD evidence. This is both during your 3 year CPD cycle and on an end of cycle basis
6. Work within the bounds of the support and guidance criteria should circumstances affect the ability to achieve the CPD target within the CPD cycle timeline
7. Remain an eligible IMI member or accredited individual by behaving in an ethical way; complying with the IMI Code of Conduct and paying membership fees on time
8. Reaffirm your acceptance of the Terms and Conditions of the Professional Register by renewing your IMI membership on an annual basis and/or accreditation on a 3 year basis
9. Provide the IMI with changes in contact details, particularly email addresses, if or as soon as any changes are made; if an email account is not available to inform the IMI before the start of the CPD cycle

## **Support and Guidance**

Support and guidance is available from the IMI if the professional finds themselves in challenging circumstances which may affect their ability to achieve target. These circumstances could include:

- Time commitment to family care where support is needed due to illness or other critical need
- Maternity leave
- Long term illness or hospitalization
- Unemployment or redundancy

If personal circumstances are felt to be significant enough to warrant additional support and guidance, the professional should contact the IMI and consideration will be given to their situation on a case by case basis. The IMI should be notified as soon as possible in such circumstances and no later than 6 months before the end of the current CPD period, however, if such challenging circumstances emerge in the last 6 months the professional should still contact the IMI to discuss their situation. The IMI will agree, in discussion with the professional, if such circumstances are valid and acceptable.

If there is a shortfall of CPD credit for reasons other than difficult or challenging circumstances that can be addressed within 3 months then an opportunity will be provided to access a 3 month grace period. The professional must notify the IMI of the shortfall and submit, at least 10 working days before the end of the CPD period in question, the reason for their shortfall along with an action plan which sets out how they will meet the target within the 3 months. This will be considered and agreed by the IMI before the grace period is granted. The IMI reserve the right to decide whether the reason for the shortfall is valid and acceptable.

If difficulty is found in locating relevant CPD activity, e.g. due to geographical location or specific CPD need then the professional should contact the IMI to see if they can help.

## **CPD Target Reminders**

Email reminders will be sent throughout the 3 year period letting the professional know their progress in relation to their CPD credit target. Reminders will be sent at 6 monthly intervals until the final 6 months when a reminder will be sent every month. This should give the professional plenty of notice so that they can plan properly and meet the CPD credit target.

## **Evidence Audit**

CPD activity evidence entered onto the on-line CPD management tool will be subject to audit by the IMI on a random sampling basis throughout the 3 year cycle and on an end of cycle basis. This is to check the quality of the evidence, to make sure it is valid and has the right credit value and to see where any support may be required. During the audit process, credit values may be altered by the IMI. These alterations may lower or higher the credit value and the IMI's decision of appropriate credit value will be final.

## **Contact Detail Changes and Email Accounts**

The IMI **must** be notified of any changes in contact details. This is particularly important where email addresses are concerned as CPD target reminders will be sent out in this format. Ideally an email account is required for the latter reason. However, if an email account is not available the IMI must be informed at the start of the CPD cycle. IMI members can update their contact details on-line if they have a 'My Profile' account.

### **CPD Activity Restrictions - Reading**

As described in the introduction a professional can make their own decisions about the kinds of CPD activity that they do. However, there is one restriction that must be borne in mind as follows; a maximum of 20% of the target amount of CPD credit can be claimed against reading books, journals, articles, web pages etc. This amounts to 6 CPD credits per year or 18 IMI CPD credits over the three year period.

### **Removing Professional Register Status**

An individual may be removed from the Professional Register for the following reasons:

- a) Breaching the IMI Code of Conduct
- b) Not having eligible IMI member or accreditation status; through non-payment of fees
- c) Not achieving the CPD requirement within the 3 year cycle

The IMI reserves the right to remove anyone from the Professional Register. More guiding information on the reasons for removal is contained in the IMI Professional Register Appeals and Complaints document. If you would like more information or there is appeal or complaint, please follow the processes set out in the Appeal and Complaints document. If you would like a copy of this document please telephone the membership team on 01992 51152 or download a copy from [www.motor.org.uk/membership/the-professional-register.html](http://www.motor.org.uk/membership/the-professional-register.html)