



## **Gas Protection Verification Accreditation Scheme**

### **Guidance on completing SGPV / TGPV Continuing Professional Development (CPD) record for revalidation of accreditation**

Version 1.0

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## 1. Introduction

In accordance with the CL:AIRE Gas Protection Verification Accreditation Scheme "[Operation of the Gas Protection Verification Accreditation Scheme](#) (GPVS)" all accredited individuals awarded Specialist Grade (SGPV) and Technician Grade (TGPV) are required to revalidate their registration every four years from the date of their award certificate by demonstrating that their competency is being maintained by providing a record of their Continuing Professional Development (CPD) for review.

As part of the original application, all applicants agreed to abide by the [GPVS Code of Conduct](#), which includes "*keeping up to date with the GPVS and comply with the requirements when acting as a SGPV or TGPV including maintaining a CPD record*".

This document is intended as a guide to help GPVS accredited people complete their CPD record, for revalidation of their registration to maintain their SGPV/TGPV accreditation.

## 2. Hours of CPD training

All GPVS accredited people are required to complete CPD annually. This is set at:

- 30 hours **per year** for SGPV and
- 10 hours **per year** for TGPV

The hours can take place across the broad construction sector, with 50% related directly to gas protection verification. If you work part-time, the amount of CPD hours should be pro-rated.

In addition, certain exemptions will also apply, such as being on a career break, parental leave, or a long-term illness. Please inform CL:AIRE at [gpvs@claire.co.uk](mailto:gpvs@claire.co.uk) if you believe you may be exempt from the full CPD requirement for any part of the four years over which you will be audited.

## 3. CPD reporting format

There is no prescribed CPD reporting format. You may record your CPD using your own recording system, CL:AIRE's online reporting system, that of your professional body or the GPVS log sheet attached. This is intended to be flexible and can be adapted to the different types of CPD activities that may have been undertaken.

If you use a recording template format specific to your company, a related professional organisation that you are a member of or are a Chartered Professional with, this can be submitted to CL:AIRE when your CPD is audited for SGPV/TGPV revalidation. We would request, however, that you highlight the hours that you are recording for your GPVS revalidation, that you feel are relevant and that appropriate information is recorded and referenced.

A declaration of CPD (copy attached) must also be appended to the CPD record submitted to CL:AIRE.

## 4. Activities considered to be CPD

Many activities can count as CPD that is relevant to maintaining and improving knowledge and understanding, with particular consideration of the [GPVS Code of Practice](#), such as (but not limited to):

- Day to day practice associated specifically with gas protection verification;

- Development of skills and knowledge through construction work-based activities;
- Keeping up to date with new guidance, legislation and regulation;
- Attending courses (practical and technical);
- Attending or participation at conferences, seminars and workshops;
- Writing articles and papers for scientific journals or similar publications;
- On-the-job training and development;
- Self-directed learning by private study and reading;
- Shadowing senior staff;
- Mentoring junior staff;
- Participating in research projects;
- Involvement in industry forums/working groups/construction professional bodies;
- Presenting at conferences/events/workshops to promote gas protection verification and or GPVS;
- Involvement in voluntary activities supporting the GPVS such as assessment and mentoring.

CL:AIRE does not specify what proportion of your CPD hours must come from any type of activity per year and this will vary depending on whether you are seeking revalidation as TGPV or SGPV, but it is encouraged that CPD activities are varied to demonstrate that you are advancing your knowledge and understanding across the construction sector and more importantly across gas protection verification.

## 5. Auditing of CPD

For all those holding TGPV or SGPV, CL:AIRE will request and audit your CPD record every four years to enable your accreditation to be maintained. You will be contacted within **two months** of your expiry date to remind you that the submission of your CPD record is due. Your record must be submitted to CL:AIRE by email [gpps@claire.co.uk](mailto:gpps@claire.co.uk) **one month** ahead of the expiry date on your certificate. CL:AIRE will review your CPD record and may request additional information. If everything is in order CL:AIRE will send your updated TGPV/SGPV certificate (whichever was your original accreditation).

If you do not submit a satisfactory CPD record in accordance with the timing above, a delay will occur with the review, and your accreditation may lapse. If your accreditation lapses and there is no submission of your CPD record, CL:AIRE reserves the right to remove you from the SGPV and/or TGPV register until submission is made as your accreditation will no longer be valid.

For SGPVs that do not submit an adequate CPD record, but have paid their annual subscription on 31 October to be on the SGPV register, CL:AIRE will discuss with the SGPV if they intend to submit an adequate CPD record or not. If they confirm that they do not intend to continue with their accreditation, CL:AIRE will refund the annual subscription (prorated) at the month that the SGPV confirms accreditation is to cease.

**6. Declaration of Continuing Professional Development**

I declare that as a GPVS accredited person I am proactive in my approach to Continuing Professional Development (CPD) and keep an up-to-date personal development record of the CPD undertaken.

I have completed my CPD return

I understand that as a registered GPVS SGPV/TGPV, CL:AIRE will request to see my CPD record every four years. I agree to provide this within one month of receipt of the request in electronic format.

I understand that non-conformance with this requirement may result in my GPVS accreditation being withdrawn.

Signed.....

Print Name.....

GPVS Accreditation No.....

Date.....



**GPVS Accreditation Continuing Professional Development Log-sheet (Example)**

Name		Accreditation No.		Sheet		of	
				for the period of			to

Date of activity	Time (days or hours)	Description of activity, and what knowledge you have gathered from undertaking the activity	Verification source (e.g. certificate of attendance, report of outcome, name of contact)	Originator of activity
<i>1 August 2024</i>	<i>2 hours</i>	<i>Health and Safety Site Training – undertook working at heights training</i>	<i>Certificate of attendance</i>	<i>Awarding company name</i>