



# Guide to Continuing Professional Development for Farriers

The Farriers Registration Council (FRC) is the regulator for farriers in Great Britain. This document provides guidance on the FRC's requirements for continuing professional development (CPD), including information on what is meant by CPD and how to record it.

## What is CPD and why is it important?

Continuing professional development (CPD) is a continual process of lifelong learning. It includes everything *learnt* that makes you better able to carry out your job as a farriery professional including your role as an employer if applicable.

CPD focuses on a range of activities which help you to improve as a professional farrier or employer. Examples of activities include:

- Learning knowledge and skills at conferences, seminars and on courses
- Self-directed learning including reading, writing or undertaking research on advances in farriery or veterinary science
- Study for advanced qualifications
- Learning with others e.g. talking to colleagues or going to workshops
- Acquiring new business skills, including customer service, information technology, employment law, financial understanding, health & safety
- Acquiring teaching skills through courses or qualification

CPD should be relevant to the individual undertaking the learning and should enhance their professional knowledge and standards.

Under the Farrier's Guide to Professional Conduct, farriers are expected to continue their professional education. Failure to undertake any CPD may count against a Farrier whose competence is being considered by the Disciplinary Committee.

## **Who should undertake CPD?**

Every practising Registered Farrier should complete some CPD every year. It is as applicable to the farrier in general practice as it is to the specialist.

It is mandatory for Approved Training Farriers (ATFs) and newly registered farriers (i.e. persons registered on or after 1 January 2016) to complete and record a minimum of 10 CPD points each year to ensure that they keep themselves up-to-date with any new techniques and materials available within their profession. Failure to do so may affect an ATF's ability to work with FRC approved colleges and training providers and will be brought to the Disciplinary Committee's attention when they consider a matter involving an ATF.

Continued and flagrant breaches of the requirements may merit a referral to the Disciplinary Committee in their own right.

ATFs are also expected to instil the desire for lifelong learning by encouraging and facilitating participation of their staff and apprentices in CPD programmes.

Newly registered farriers should seek support and assistance from experienced colleagues until they are confident of their own ability to provide a full professional service.

### Retired members

There is no obligation on retired members paying the retired list fee to undertake CPD.

## **What must you do in order to meet our CPD requirements?**

In order to meet our CPD standards you must:

1. Keep a record of your CPD that is legible, either electronically online at the website [www.farrierycpd.org](http://www.farrierycpd.org), on a computer or as a hardcopy on paper.
2. Attain a minimum of 10 CPD points per year, averaged over a three year period, i.e. 30 points in 3 years, which reflect relevant learning and which enhance professional knowledge and standards.
3. Submit your CPD records to us on request.

In order to meet the criteria that we will use to determine whether or not you have met our CPD requirements, you must ensure that:

- Your record contains entries which cover the full review period. If there are gaps, you should provide an adequate explanation which can be substantiated with appropriate evidence.

## **Activities that can be recorded as CPD**

There is no defined activity requirement. However, as a guide, the following activities may lead to learning that could be included in a CPD record.

- Learning knowledge and skills on conferences, seminars, professional meetings and courses
- Self-directed learning including reading, writing or undertaking research on advances in farriery or veterinary science
- Study for advanced qualifications
- Learning with others e.g. attending workshops
- Acquiring new business skills, including customer service, information technology, employment law, financial understanding, health & safety
- Acquiring teaching skills through courses or qualification
- Preparing and giving lectures and presentations

### **Good CPD practice**

1. Keep your CPD record up to date

Keeping your CPD record up to date will mean that you do not have to complete a large number of CPD entries within a fairly short timescale when your CPD record is called for review.

Aim to complete more than the minimum number of CPD entries each year.

If you have had a career break or taken maternity/paternity leave during the period covered by our CPD review, it is acceptable to have gaps in your CPD record. You will need to advise us of the reasons for these gaps and where possible support this with appropriate evidence.

2. Take part in a range of different types of learning

You should take part in and record CPD from different types of learning that is relevant to professional farriery. It is good practice to take part in some activities where you can learn with other farrier professionals, for example workshops, conferences and professional body meetings. It is also good practice to attend events that provide an opportunity for networking and discussing professional issues with your peers.

### **Data Protection and confidentiality**

#### Client confidentiality

Farrier professionals have a duty by law and under the FRC's Guide to Professional Conduct, not to disclose confidential information about their clients without consent unless required to do so by the law or in exceptional circumstances. Therefore, care should be taken when referring to specific clients within a CPD entry to make the information anonymous.

#### Our use of personal data:

The FRC is registered with the Information Commissioner in the UK as a "data controller" register number Z5385430 in accordance with the provisions of the Data Protection Act 1998. The FRC makes use of personal data to support its work as the regulatory body for farriers in Great Britain. Data may be shared with third parties in pursuance of the FRC's statutory aims, objectives, powers and responsibilities under the Farriers (Registration) Act 1975, the rules made under the Act and other legislation. Personal data may be processed for purposes including (but not limited to) updating the register, administering and maintaining registration, processing complaints, compiling statistics and keeping stakeholders updated with information about the FRC. Information may be passed to organisations with a legitimate interest including universities and research institutions.

## **Recording your CPD electronically**

### Recording CPD online

The best way to record your CPD is online at the website [www.farrierycpd.org](http://www.farrierycpd.org). The advantages of recording your CPD online are:

- Legibility – your record is typed, so you don't need to worry that your record will be rejected due to illegibility
- Easy accessibility – you can access your record from any computer or device that has internet access
- Safety – your record is backed up on secure servers, so any problems with your own computer will not affect your record
- Security – you have a login and password specific to you
- Print your annual certificate

### How do I set up my user details online?

To record your CPD online you must register your details. On the website [www.farrierycpd.org](http://www.farrierycpd.org) choose the create login option. Enter your computer number, email address, chosen password and click 'Register account'. You will be sent an email which includes a link to the site in order to activate your account. Once this is done you may start to log your CPD on the website and if you wish you can print annual CPD certificates.

### How secure is my online CPD record?

Information that you record online using the website [www.farrierycpd.org](http://www.farrierycpd.org) is saved automatically. In addition, the online databases are backed up externally at regular intervals including an offsite backup at a secure data centre.

## **Recording your CPD on paper**

Paper recording is still an acceptable way of recording your CPD, but we encourage farriers to move to online recording using the website [www.farrierycpd.org](http://www.farrierycpd.org) as this offers a range of advantages.

Paper records can be kept in a number of ways:

- Hand written – these must be completed in blue or black ink and the writing must be legible. **Illegible records will not be accepted by the reviewer and will not count towards your mandatory requirement.**
- Computer – these must be in a format which can be printed or sent to the FRC when requested.
- CPD record card – these can be obtained from the FRC or can be downloaded from the website [www.farrierycpd.org](http://www.farrierycpd.org) and should be completed in blue or black ink and must be legible. **Illegible records will not be accepted by the reviewer and will not count towards your mandatory requirement.**

### **CPD providers and courses**

The FRC does not accredit CPD courses. Course providers are encouraged to offer courses appropriate to a wide range of experience and to state the number of points available when marketing that course. A suggested list of points for CPD events is available on the website or from the FRC office. Course providers are also encouraged to ensure appropriate quality control by feedback from participants.

Course providers may inform the FRC of attendees on their courses, but this is for cross checking purposes only. It is your responsibility to keep a record of CPD achieved.