

UKSCA's Accredited Members' Continuing Professional Development (CPD) Model

Background

Continued Professional Development (CPD) is a well-recognised and valued component of maintaining and developing knowledge and skills within a profession. As an association keen to support its members and generate a culture of development within our professional sphere, the UKSCA has developed a CPD Model for Accredited members. It is hoped that this process will contribute to maintaining a high professional standard in the UK and also raise the level of importance of CPD to employers who wish to maintain the professional status of their staff.

How does the UKSCA's CPD Model work?

The level of CPD activity required is based on a credits scheme, whereby credits are awarded for activities that will develop the specific coaching skills, knowledge and understanding of the coach and also those which will further the professional field or support its representative body in the UK (the UKSCA).

As well as subscription renewal, each accredited member will have to attain 100 CPD credits over two years from the date they first became accredited, to retain membership status. The list of activities and their associated credits are detailed in the table on page 4. Please note, a maximum of 60 credits can be awarded for any single activity section.

The current proposed list of activities is not intended to remove autonomy from strength and conditioning coaches, who are still responsible for identifying their own professional development needs. However, it is intended as a guidance framework for rating CPD activities that professionals choose to undertake. It is therefore at this stage we would welcome suggestions from members as to other appropriate CPD activities that individuals feel should be included in the list.

If you have any suggested activity that isn't covered in the model, then please log it with as much detail as possible and allocate 999 credits – this will then be picked up and assessed by the panel.

What does this mean for me?

In order to maintain your Accredited member status, you will be required to:

-) Keep your membership payments up to date
-) Submit an up to date first aid qualification certificate
-) Attain 100 CPD credits over a two-year period
-) Submit a completed copy of your CPD log, including any requested evidence to support the CPD activities you have undertaken (this is to be done every 2 years)
-) Complete the reflections sections sufficiently – we strongly recommend you give thoughtful, useful reflections of the activity. This will help you identify the relevance of your CPD activity to your daily work life and will also service as a reminder of what was learnt.

The UKSCA scheme is largely self-certifying, therefore, all accredited members will submit their logs and the UKSCA will randomly audit* 20%. If you are selected for audit, we will inform you of this in writing. You will be requested to submit all the evidence required for each entry on your CPD log.

Please note, some activities require evidence whether you are chosen for audit or not – these are highlighted in the model.

When do I need to submit my CPD log and what period should I cover?

This is based on the date you first became accredited with the UKSCA.

Use the chart below to determine your CPD cycle period. You will be required to submit your log soon after you cycle end date and will be reminded by email.

Date First Accredited	1 st CPD Cycle start date	1st CPD Cycle end date	2nd CPD Cycle start date	2nd CPD Cycle end date
Between 01/04/18 and 30/09/18	Date you first became accredited	30/09/20	01/10/20	30/09/22
Between 01/10/18 and 31/03/19	Date you first became accredited	31/03/21	01/04/21	31/03/23
Between 01/04/19 and 30/09/19	Date you first became accredited	30/09/21	01/10/21	30/09/23
Between 01/10/19 and 31/03/20	Date you first became accredited	31/03/22	01/04/22	31/03/24
Between 01/04/20 and 30/09/20	Date you first became accredited	30/09/22	01/10/22	30/09/24
Between 01/10/20 and 31/03/21	Date you first became accredited	31/03/23	01/04/23	31/03/25

What happens if I don't or cannot submit by the deadline?

If you are not able to submit by the deadline or feel that you can't meet the 100 credits requirement, then please contact us as soon as possible so that the CPD Panel can consider your circumstances.

- If you submit by deadline with more than 75 credits, then your accredited status will be maintained and you will be given an additional 6 months to meet the required number of credits.
- If you submit with less than 75 credits then you will still be given the additional 6 months to meet the required 100 credits, but your accredited status will be removed during this period.
- Those who do not submit by the deadline will automatically be audited as part of their next CPD cycle and are also required to pay a £150 re-submission fee when they do re-submit.

What happens if I have had a career break?

If you have had a career break during your CPD cycle (eg maternity leave, sabbatical), then please contact the office asap. On submission of evidence, your CPD cycle will be extended to take into account your career break.

First Aid Requirement

Accredited members are also required to keep your First Aid qualification up to date. Please include your current First Aid certificate (minimum 4 hours) with your submission if you are able to. **However, we appreciate that booking onto a course may be difficult due to Covid-19, so please submit your CPD log as normal, inform the office and you will be able to send this in at a later date.** Please note that online First Aid courses are not accepted. Please also note that First Aid courses cannot be counted as an activity towards your CPD credits.

How do I submit?

Online: log into the UKSCA website and use the CPD log facility found under 'Your Locker/CPD' – see below

The screenshot shows a web browser window with the URL <https://www.ukzca.org.uk/locker/my-cpd-records>. The top navigation bar includes links for ADMIN, SARAH'S LOCKER, LOGIN, SHOP, ABOUT, DEVELOP YOUR CAREER, GRANTS & AWARDS, and FIND A COACH. The sub-navigation bar includes DETAILS, ADDRESS, ORDERS, CPD RECORDS, and ASSESSMENT RESULTS. The main content area is titled 'my CPD Records' and provides information about the current CPD cycle (12/04/2016 to 01/03/2019) and a link to download the UKSCA CPD Model. Below this, there is a form to enter a new CPD record, with a dropdown menu for 'Section' and a table with columns for 'Start Date', 'End Date', 'Activity', and 'Credits'.

-) Please note that your CPD cycle start and end dates will be shown when you log in. If you log an activity with a start or end date outside of these dates, then the system will not recognise the credits.
-) For example:
 - if your cycle runs from 1/10/16 to 30/09/18 and you have been working full-time for the same employer since 2015, then you should enter the dates 1/10/16-30/9/18 for the credits to count in this cycle.
 - if you entered 1/5/15 to 30/09/18 this entry would not show in this current cycle (as the start date is before the cycle start date).

UKSCA's Accredited Members' CPD Model – Credits Table

The credit table is made up of 5 sections and we encourage members to choose CPD activities from a range of these. As such, you can only claim a maximum number of credits per section, per cycle.

Section A - Strength and conditioning employment	max. 60 credits
Section B - Formal learning	max. 60 credits
Section C - Progression of the professional field	max. 60 credits
Section D – Progression of the UKSCA	max. 80 credits
Section E – Coach development	max. 60 credits

Credits Value	Activity	Description	Submission notes	Audit evidence
Section A - Strength and conditioning employment				
Note: - A maximum of 60 credits can be claimed for this section				
30 credits per year	Full time work as a S&C coach	Full time S&C job - either employed, self-employed, contracted (approx. 37 hours per week) covering delivery, preparation and coach interaction. Pro-rate if less than a full year. Note this could be multiple employers, but your main income is from S&C work. If currently not working/furloughed, you can claim full credits until 30/9/20	List employer name(s), start and end dates of employment / contract and hours worked per week.	Letter or contract from employer/athlete.
0.8 x hours per week	Part time work as an S&C coach	Covering delivery, preparation and coach interaction. Your average hours per week over the year should be multiplied by 0.8 to determine the number of credits. Pro-rate if less than a full year. Note this is used if you also have other, non -S&C work in your week. If currently not working/furloughed, you may pro-rate your hours from the previous 6 months [1/10/19-31/3/20]	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter or contract from employer/athlete.
30 credits per year	Full time work as a Director of Sport, Head of Science & Medicine, High Performance Manager or Head of Athletic Development	Full time job - either employed, self-employed, contracted (approx. 37 hours per week) overseeing the operation of other high performance staff including S&C, sports sciences (inc. nutrition), and/or medical sciences. Some practical delivery must still be present although no minimum hours are recommended. Pro-rate if less than a full year. If currently not working/furloughed, you can claim full credits until 30/9/20.	List employer name(s), job title, start and end dates of employment /contract and hours worked per week.	Letter or contract from employer/athlete.

15 credits per year	Full time internships	Full time intern in an S&C development position. Pro-rate if less than a full year. If currently not coaching/furloughed, you can claim full credits until 30/9/20.	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
0.4 x hours per week	Part time internships	Your average hours per week over the year should be multiplied by 0.4 to determine the number of credits. Pro-rate if less than a full year. If currently not working/furloughed, please pro-rate your hours from the previous 6 months [1/10/19-31/3/20]	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
0.67 x hours per week, max. 15 per year	Testing/consultancy role at clubs	Your average hours per week over the year should be multiplied by 0.67 to determine the number of credits, maximum 15. Pro-rate if less than a full year. If currently not working/furloughed, please pro-rate your hours from the previous 6 months [1/10/19-31/3/20]	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
20 credits per year	Full time Lecturing in Strength and Conditioning at University	Full time lecturing role in the specific field of strength and conditioning. This involves developing and updating course material. Pro-rate if less than a full year. If currently not working/furloughed, you can claim full credits until 30/9/20	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
0.53 x hours per week	Part time Lecturing in Strength and Conditioning at University	Minimum hours of 10 per week. Please note guest lecturing should be logged as a Section C activity. Pro-rate if less than a full year. If currently not working/furloughed, please pro-rate your hours from the previous 6 months [1/10/19-31/3/20]	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
7.5 credits per year	Full time lecturing in Sports Science, or similar subject	Full time lecturing role in areas closely related to strength and conditioning. This involves developing and updating course material. Pro-rate if less than a full year. If currently not working/furloughed, you can claim full credits until 30/9/20	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.
0.2 x hours per week	Part time lecturing in Sports Science, or similar subject	Minimum hours of 10 per week. Please note guest lecturing should be logged as a Section C activity. Pro-rate if less than a full year. If currently not working/furloughed, please pro-rate your hours from the previous 6 months [1/10/19-31/3/20]	List employer name(s), start and end dates of employment /contract and hours worked per week.	Letter, contract or signed statements of activities.

Section B - Formal learning

Note:- A maximum of 60 credits can be claimed for this section

6 credits per workshop, max. 12 per year.	Attendance at a UKSCA, 2-day workshop	UKSCA Workshops – Foundation; Applied Coaching Science; Planning Effective Programmes; Plyometrics, Agility and Speed; and Weight Lifting can be counted in your first CPD cycle if attended 2 years prior to your Accreditation as part of your development.	State workshop and date.	Copy of certificate of attendance.
1 credit per day, 5 credits per year max.	Attendance at other non-UKSCA workshops/course	Workshops relevant to your personal development as an S&C coach. Due to Covid-19, this now temporarily includes online workshops/courses	State workshop title, organisation and date of attendance	
3 credits per day	Attendance at an NGB workshop	In-house workshops run by the NGB, specifically aimed to develop S&C coaches. Due to Covid-19, this now temporarily includes online workshops.	State workshop title, organisation and date of attendance	
Please see conference credits table	Attendance at inter-/national conferences	Please see conference credits table on the last page. If a conference isn't listed, please apply 1 credit per day but also highlight the entry so it can be considered in more detail and potentially added to the table. Due to Covid-19, this now temporarily includes online Conferences.	State conference title, organisation and date of attendance	Copy of certificate of attendance.
1 credit per day, 5 credits per year max.	Other conferences on consideration			
5 credits	Accreditation by NSCA or ASCA	The UKSCA recognises those coaches succeeding in accrediting with these national bodies. Note this is for first time accreditation, not re-accreditation through their CPD process.	State organisation and date of accreditation.	Copy of membership certificate
5 credits	Enrolment on BSc	Choice of an appropriate degree course needs to be the decision of the coach and their employer, who are in a position to determine the most appropriate route for adding to the knowledge and skill set of the coach. The credits recognise that a member may be enrolled on a degree course across 2 CPD periods and increased credits are given for the year in which they complete their course.	Please name the Institution and BSc, MSc or PhD, whether full or part-time and the dates started/completed.	Written confirmation from the institution attended.
20 credits	Completion of BSc			
20 credits	Enrolment on MSc			
40 credits	Completion of MSc			
20 credits	Enrolment on PhD			
60 credits	Completion of PhD			

C - Progression of the professional field			
Note:- A maximum of 60 credits can be claimed for this section			
25 credits per article	Publishing an article on S&C in a peer-reviewed journal – lead author	State article title, journal and publication date	Signed statement or copy of article/content
5 credits per article	Publishing an article on S&C in a peer-reviewed journal – named author		
5 credits per article, max 15 per year	Publishing a non-peer-reviewed S&C article	State article title, journal and publication date	
1 credit per article, max 5 credits per year	Online blog in S&C	State website, blog title, publication date	Link address of online blog
10 credits per book	Writing an S&C book chapter, credits claimed on publication	State book title and publication date	ISBN or verifiable reference
20 credits per book	Writing an S&C book, credits claimed on publication		
15 credits per book	Editing an S&C book – ie named editor on the cover and being responsible for the book content and author delivery. Credits claimed on publication.		
15 credits	Developing a short course in strength and conditioning. Must be in line with UKSCA Competency Document	State course title, length, institution and launch date.	Proof of course material and signed by course leader
10 credits per year	Delivering a short course in strength and conditioning. Must be in line with UKSCA Competency Document. Due to Covid-19, this now <u>temporarily</u> includes online short courses.	State course title, length, institution and dates run from/to.	Proof of course material and signed by course leader
20 credits	Developing a course or module at University/College in strength and conditioning	State course/module title, length, institution and launch date.	Proof of course material and signed by course leader
12 credits	Keynote speaker at an international conference. Due to Covid-19, this now <u>temporarily</u> includes online conferences.	State event, date and session title.	Signed statement/ programme
10 credits	Keynote speaker at a UK national conference eg NGB, professional body. Due to Covid-19, this now <u>temporarily</u> includes online conferences.	State event, date and session title.	

5 credits per day, max. 15 per year	Running a non-UKSCA S&C workshop or delivering courses/workshops in-house. If workshops are shorter than a day then pro-rate the hours against a 6 hour day ie 0.8 credits per hour. Due to Covid-19, this now temporarily includes online workshops/courses.	State date(s), workshop title and audience details eg profession, numbers	Signed statement
2 credits per presentation	Presenting a poster or abstract presentation at a conference.	State poster title, conference and dates	Signed statement
1 credit per lecture, max. 5 per year	Guest lecturer on a University/HE course	State session title, institution and date(s)	Signed statement
5 credits per year	Serving as a panel/board member of a professional body.	State organisation and panel/board name	Signed statement

Section D – Progression of the UKSCA

Note:- A maximum of 80 credits can be claimed for this section

15 credits per day	Attendance at the UKSCA Annual Conference. Due to Covid-19, all accredited members may claim 30 credits for the postponed 2020 Conference.	State year and day(s)	Not required, office will confirm
10 credits	UKSCA 1 day CPD event - seminar or expert workshop	State title and date	Not required, office will confirm
7 credits	UKSCA ½ day or evening CPD event – 3-4 hour seminar or expert workshop	State title and date	Not required, office will confirm
1 credit per 60 min. lecture. Max. 5 per year	Watching a UKSCA Annual Conference video online – videos of sessions from previous years' Annual Conferences, are available via UKSCA website. This includes the current UKSCA Roundtable discussions.	State title and date viewed	Not required, office will confirm
15 credits	Publishing an article in the UKSCA's Professional Strength & Conditioning journal	State title and journal issue	Not required, office will confirm
25 credits	Publishing a peer-reviewed article in the UKSCA's Professional Strength and Conditioning Journal	State title and journal issue	Copy of manuscript from review panel
5 credits	Presenting a poster or abstract presentation at the UKSCA annual conference	State title and year	Not required, office will confirm

10 credits per seminar, max of 20 credits per year	Running a UKSCA seminar. If this was run jointly with another coach or for less than a day, please pro-rate.	State seminar and date	Not required, office will confirm
15 credits per day, max of 30 credits per year.	Running a UKSCA organised specialist workshop. If this was run jointly with another coach or for less than a day, please pro-rate.	State workshop and date	Not required, office will confirm
20 credits per presentation, max of 60 credits per year	Producing on-line video or presentations for the UKSCA website	State title and date of publication.	Not required, office will confirm
12 credits	Presenting a keynote or breakout session at the UKSCA annual conference	State conference year	Not required, office will confirm
10 credits per day, max. 20 credits per year	UKSCA tutor/assessor		Not required, office will confirm
5 credits	Attendance at UKSCA Tutor/Assessor Training event	State date & location	Not required, office will confirm
10 credits per year	UKSCA Board member	List start and end dates of tenure	Not required, office will confirm
10 credits per year, max. 2 panels	Serving as a UKSCA Steering/Panel Group member	List start and end dates of tenure and panel	Not required, office will confirm

Section E – Coach development

Note:- A maximum of 60 credits can be claimed for this section

15 credits per individual. 30 credits max per year.	Offering a development opportunity to a less experienced coach	For credits to count, the framework/ coach development process you use to develop coaches must be submitted.	State dates, name of coach you developed and submit evidence of the individuals' development plan(s).	Signed statement of activities.
7.5 credits per student, max 15 credits per year	Supervising a PhD student	The PhD must have significant relevance to strength and conditioning.	Title, student name, institution and start/end dates	Copy of proposal

Conference & events credits table

Tier	Conference Name	Credits per day	Brief Outline of Conference
1	ACSM	10	Mixture of content across all disciplines, 5 days
1	NSCA	10	Specific content to S&C with peer & non peer reviewed work
2	BASES	7	Mixture of content across all disciplines inc S&C, Sports Med, physiology etc
3	ECB National Conference	5	Sports Specific content inc S&C, Sports Med etc
3	EIS National Conference	5	Sports Specific content inc S&C, Sports Med etc
1	International Conference of Strength Training	10	Strength training specific
2	ECSS	7	Sports specific content inc S&C, Sports Med etc
1	ASCA	10	Specific content to S&C with peer & non peer reviewed work
3	BASES Student Conference	5	Mixture of content across all disciplines inc S&C, Sports Med, physiology etc
2	Low Back Pain Congress	7	Specific content to LBP but highly relevant scientific content
3	International Sport and Exercise Nutrition Conference	5	Specific nutrition content
2	International Sports Science & Sports Medicine Conference	7	Mixture of content across all disciplines inc S&C, Sports Med, physiology etc
2	European College of Sports Science Annual Conference	7	General views on sports science by experts in the field
2	International Congress of Sport Science Research and Technology Support	7	Focus on the some technological aspects of sports science and neuromuscular functions
2	International Society for Biomechanics in Sport annual conference	7	Specific focus on biomechanical aspects of sport-bridging the gap between research and practice
3	BASRaT Annual Symposium	5	Slightly more health and fitness related but useful to our non-elite members
3	London Marathon Sports Medicine Conference	5	Specific content to endurance running including endurance locomotion and metabolic stress
3	European Endurance Running Conference	5	Specific content to endurance running including endurance locomotion and metabolic stress
3	European Sprints and Hurdles Conference	5	Largely technical elements covering a lot of coaching points
3	Science and Football Conference	5	Specific sports science material in relation to football
3	Middlesex University Student Strength and Conditioning Conference	5	Specific S&C content for students with some expert speakers
3	LTA National Conference	5	Sports Specific content inc S&C, Sports Med etc
2	Child to Champion Conference	5	LTAD conference with S&C focus

If you have attended another conference or event that you think should be included in the above table, then please log the event in your submission, provide as much information as possible, assign it 999 credits which will highlight it to be reviewed by the CPD panel.