

## **Frequently Asked Questions Continuing Professional Development - CPD**

**Q: Why do I need to do CPD?**

A: The CPD scheme has been introduced by the OISC to encourage and assist you in remaining competent and skilled as an adviser and thereby ensuring that you retain OISC registration.

**Q: Do I need to do CPD?**

A: Yes if you are regulated by the OISC; including registered and exempt advisers at all levels and categories.

However, if you are a CAB level 1 adviser, then you have to comply with the CAB in-house training and development plan.

You do not need to do OISC CPD if you are regulated by a DPB with a current practice certificate e.g. lawyer, barrister

**Q: What if I don't do CPD?**

A: Non-compliance with the scheme will be a breach of Code 23 of the Commissioner's Code of Standards and will affect your continued regulation with the Commissioner.

**Q: I am a newly authorised adviser – when do I start CPD?**

A: You start CPD on 1 April following authorisation e.g. if you are authorised by the OISC on 6 July 2009, then you commence CPD on 1 April 2010.

**Q: What is the CPD year?**

A: 1 April – 31 March

**Q: Can I have more information on CPD?**

A: Guidance notes are found on this website

**Q: How many hours of training per year do I have to do?**

A: This depends on your level:

Level 1	8 Hours	6 core knowledge	2 non-core knowledge
Level 2	12 Hours	9 core knowledge	3 non-core knowledge
Level 3	16 Hours	12 core knowledge	4 non-core knowledge

**Q: What are core and non-core subjects?**

A: Core knowledge refers to knowledge specifically related to UK and EEA immigration and asylum law.

Non-core knowledge refers to professional development, management skills and personal skills (such as computer skills, administration, communication). Also international immigration and asylum law and other speciality knowledge required as an adviser in your organisation

**Q: What if I do more CPD hours than recommended – can I carry these over to next year?**

A: No, you are not able to carry these over to the following CPD year. However, you can do as many CPD hours as you wish to in one year even though the extra will not be counted.

**Q: Can I do all the required hours in core knowledge only or non-core knowledge only?**

A: No – you must do the required hours in both core and non-core.

**Q: How much will this CPD scheme cost me?**

A: All OISC training courses can be taken on-line free-of-charge. There are also Open University personal development and management courses available free-of-charge.

However, if you attend courses provided by other organisations then costs will be involved.

**Q: What is a CPD portfolio?**

A: This is your own personal on-line folder that only you and the OISC can access. It will contain details of your CPD training and also provide other useful features such as a calendar, details of events that may be relevant to you as an adviser and news from the OISC.

**Q: How do I use this CPD portfolio?**

A: Access will be given through the CPD section of the OISC website using a login name and password.

**Q: How do I get into the OISC courses?**

A: Access to the OISC courses will be via your CPD portfolio.

**Q: What is e-learning?**

A: This is learning accomplished over the Internet, using written text, videos and quizzes.

**Q: Who can do the OISC courses?**

A: All advisers who are regulated by the OISC – both exempt and registered - can take any course at any level.

**Q: What training does the OISC recommend that I do?**

A: We do not recommend training for you to take. The training you need to do should be relevant to your needs – i.e. what knowledge are you lacking in order to improve the service you offer to your clients?

However, if the subject matter is relevant, then the OISC courses and the OU personal development courses offered free-of-charge via the OISC website are all of the highest quality.

**Q: Where can I find information on courses to do?**

A: A list of a number of course providers can be found on this website. Please note that this is for information only – we are not recommending that you take these courses or that they are the best available.

**Q: Can I do any course and get the CPD hours for attending?**

A: The Guidance notes provide detailed information on what is accepted and what is not accepted for CPD.

Basically, core CPD hours will only be awarded for attending a course that has been accredited by a Designated Professional Body; such as The Law Society. When booking a course check with the provider that the course has been awarded CPD and by whom.

CPD hours will not be awarded for attending a course that has no relevance to your work or personal development.