



Guide to Continuing Professional Development (CPD) for Registered Farriers

Farriers Registration Council
January 2023

Guide to Continuing Professional Development (CPD) for Registered Farriers

What is CPD?

CPD is the continual process of lifelong *learning* with the acquisition of *new* knowledge, skills and behaviours. It includes everything *learnt* that makes a Registered Farrier better able to perform their job as a professional, including their role as an employer, if applicable.

The requirement

The Farriers Registration Council (FRC) expects that after initial registration, all Registered Farriers will continue their professional education by keeping up to date with changes and developments in farriery, through lifelong learning and personal development by way of CPD.

From 1 January 2023 Registered Farriers must undertake and evidence CPD annually. The requirement is to obtain a minimum of 10 CPD points annually, with demonstration of 30 points over the last 3 years accepted when the annual 10 points requirement is not achieved.

Registrants shall be subject to annual audit by the FRC, and must submit annual CPD records to the FRC when requested to do so.

What activities can be recorded as CPD?

There are no mandated requirements for CPD activities; the focus should be on relevant subjects that build and develop professional knowledge, skills and behaviours. For an activity to be eligible as CPD, the individual must achieve a learning benefit from that activity; this may differ for

individual farriers relative to their level of experience and other factors. A useful aid in this respect is for the farrier to complete the following short statement for the activity; ***'By taking part in this activity I learnt....'***

The table below lists examples of activities broken down into two categories; Formal and Informal CPD. The list is not exhaustive but gives examples of types of activities:

Type of learning	Examples
Formal CPD (any form of structured learning that has clear objectives and outcomes)	
Professional course	Study for AWCF, FWCF, DipHE, BSc (Hons) in farriery, Train the Training Farrier Award (TTFA), etc.
Structured online training or e-learning	HMRC webinars, completion of tax and/or VAT returns, etc.
Technical authorship	Writing farriery related articles, writing book reviews, undertaking research projects, etc.
Assessment based learning	Reading farriery and business-related articles and periodicals, etc.
Informal CPD (any form of self-managed learning relevant to the farriery profession)	
Private study	Reading farriery and business-related articles and periodicals, etc.
On-the-job training	Shadowing specialist farriers or veterinary surgeons
Informal seminar attendance	Farriery lectures/seminars, employment law seminars, etc.

It is important to note that CPD learning does not have to be achieved by taking part in a structured learning event delivered by an external CPD provider, i.e. courses, webinars, etc. The main consideration should be that an individual achieves a variety of learning and that activities undertaken benefit them as an individual in furthering professional competence.

What activities are not suitable to record as CPD?

Any activity which does not have a clear learning objective related to your role cannot be considered as appropriate CPD. Such activities include, but are not limited to:

- Networking
- Social events
- Involvement or membership of boards, committees or clubs
- Any activity which could be considered 'normal work' or 'daily routine'

Some activities may or may not amount to CPD

Examples of activities that may or may not amount to CPD include: participating in competitions; planning farriery events such as competitions or judging at such events, or stewarding or acting as duty farrier at such an event. The key criteria is learning benefit. Where a farrier makes a shoe they have made many times before and receives no learning benefit, this does not constitute CPD. However, if when participating in a competition the farrier is required to do something they have not done before and then is provided with feedback from a competition judge, for example as to how that shoe might be improved, then there is likely to be learning benefit which would qualify the activity as CPD.

The same principle applies to those who organise and those who judge at competitions. Where in planning and delivering those activities the farrier learns something new, this may amount to CPD. Where the

actions are a repetition of something done many times before with no learning benefit, this does not constitute CPD. The farrier shall make such decisions for themselves, and must be prepared to substantiate that decision at audit, if challenged.

CPD points allocation guide

Points allocation is based on a scale of time invested in learning. This approach allows those that may learn more slowly to accrue fair CPD benefit for the time and effort invested in learning, relative to those who may learn more quickly. The allocation works on a formula of **0.5 points per hour** as follows:

Duration of CPD Activity	Points Allocation
1 hour	0.5
2 hours	1
3 hours	1.5
4 hours	2
5 hours	2.5
6 hours	3
7 hours	3.5
8 hours	4

What must you do in order to meet CPD requirements?

All Registered Farriers must maintain an annual record of CPD entries for the review period (January to December). This must be legible and may be kept online either via the FRC’s website (www.farrier-reg.gov.uk), or electronically on a computer, or as a hardcopy on paper.

You must submit annual CPD records to the FRC when requested to do so.

Good CPD practice - step by step

1. Take part in and record CPD from different types of learning that is relevant to professional farriery.
2. 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.
3. Keeping CPD records 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.
4. Submit records of annual CPD activities immediately on request by the FRC.

How to record and submit your CPD online

Registered Farriers are encouraged to manage CPD records by using the tools within **My FRC** at *www.farrier-reg.gov.uk* Within **My FRC** users can maintain online records of learning and make annual CPD submissions direct to the FRC.

Users of the online facility are encouraged to complete their annual records throughout the year and complete the annual submission process at the end of the year. **Online users do not need to wait for a request by the FRC to make their annual CPD submission.**

Accessing the website

- Enter the FRC's website address as *www.farrier-reg.gov.uk*
- On the home page, click on the orange **My FRC** text at the top right of the home page.



- If you have a current My FRC account and know your password, sign in when prompted.
- If you do not have a My FRC account, click '**Not yet registered?**' and enter your Computer Number, date of birth and your preferred email address. Enter a password according to the password requirements outlined and click '**Register**' to receive an email to complete the account activation. (You may need to check your Junk folder for this account activation email.)
- If you have an account (i.e. you have previously set up an account on My FRC) but do not know your password click **Password Reset/Forgot Your Password?** and follow the instructions.
- Once you have signed in, choose the **MY CPD** tab followed by **ABOUT CPD** to view CPD information and to access the CPD tools.

Recording CPD points

The **Record CPD** area within MY CPD allows users to log all CPD learning activities undertaken and is a secure personal record. Users should be aware that adding activities via the Record CPD button **DOES NOT** constitute submission of their CPD Annual Summary. The Annual Summary process must be completed separately after CPD activities have been added to the Record CPD area.

- Scroll to the bottom of the ABOUT CPD page and select the first option **Record CPD** from the three orange buttons.



- Complete the drop-down boxes with the details of your completed CPD. Click the **Save** button and the message '*CPD record has been successfully created*' will appear.
- Continue entering further event details as required.

Viewing your CPD History

To view full details of previously recorded CPD activities click the orange **CPD History** button at the bottom of the ABOUT CPD page.

Submitting your CPD Annual Summary

At the end of each calendar year access the ABOUT CPD page by clicking the MY CPD tab. Select the orange button **Submit Annual Summary**. This facility will allow you to electronically submit your chosen CPD records for the selected reporting year direct to the FRC.

- From the drop-down box select the relevant year to view available entries (that have been previously added via the Record CPD area). Tick required entries to add to your submission. When all entries are selected click the green **SUBMIT** button.

- Please remember that you can only submit one Annual Summary for each calendar year (so this should only be done once you have input all of your records for that year) and that once CPD activities have been included in a CPD Annual Submission they will no longer appear within your CPD History.

Create A CPD Annual Submission

Annual submissions for any given year can only be sent once, please only submit when you have completed all your records for the year.

Choose a year ▼

Please select a year to show the available CPD Records

Add Document 1 Choose file

Add Document 2 Choose file

SUBMIT

- CPD Annual Submissions from previous years are listed at the bottom of this screen, details of which can be viewed or downloaded.

Other methods of recording CPD

For those registrants who don't wish to use the FRC's online facilities typed or hand written CPD records are acceptable. These should be maintained throughout the year and supplied by post or email to the FRC upon request. Illegible records will not be accepted and will not count towards your mandatory requirement.

All records must contain your full name and address, event/activity details, date, duration, a description as to the learning benefit of the activity and the number of CPD points claimed. The image over shows an example of how a hard copy CPD record might look.

Alternatively, a form for recording CPD is available to download from the FRC's website at www.farrier-reg.gov.uk/myfrc/about-cpd

**Farriers Registration Council
CPD Record for 2023**

Name: XXXXXXXXXX
Address: XXXXXXXXXX
Computer No: 1234

Activity	Date	Duration	Learning benefit	Points
Worked along side vet	04.04.23	2 hours	Increased knowledge of laminitis	1
Shoe making workshop	16.06.23	6 hours	Learnt new techniques using different mediums	3
Employment law webinar	20.09.23	4 hours	Received important updates re employment law	2
ATF annual training day	15.10.23	7 hours	Gained useful knowledge and updates for training	3.5
				9.5

Example of CPD Record

Failure to comply or achieve required CPD levels

Failure of a Registered Farrier to meet minimum CPD requirements may result in a referral to the Investigating Committee (IC) as a matter of serious professional misconduct.

Failure to undertake CPD may count against a farrier, i.e. be viewed as an aggravating factor, whose professional competence is being considered by the FRC's Disciplinary Committee (DC).

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