



BOTSWANA INSTITUTE OF VALUERS

CPD SUBMISSION FORM

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Botswana Institute of Valuers requires that members must take personal responsibility for continuing professional development. Members must submit evidence to demonstrate that they have selected and undertaken appropriate CPD activities and those activities have been subsequently reviewed by the BIV Council.

The BIV Constitution and regulations demand that members regularly undertake CPD activities.

Your CPD record can be presented in any format but we recommend this pro-forma CPD planning and recording document to assist you plan your CPD activities and record your progression. A copy of the document is available on the website www.biv.org.bw.

Membership No: _____

CPD Year: _____

Full name : _____

Job description and role : _____

You must attain at least 20 hours CPD in your annual cycle. If you have been unable to attain the required number of CPD hours please detail the reasons below ;

Requirement 1 – Define current and future role (s)

What are the expectations in your current role?

What are the areas where there is need to improve my performance?

Consider relating the expectations placed on you to the objectives of employers, clients, regulators and the public and your ethical obligations to them. Your future career options and goals may be considered and also the outcome of previous CPD activities.

Requirement 2 – Decide on your training and development needs

What do I need to learn to maintain or develop to meet these expectations and what are the identified training gaps as a result? This could cover personal as well as technical skills, especially where you are a supervisor.

You are encouraged to carry out this assessment at the start of your CPD cycle but this assessment is expected to be on-going to take into account of changes in role, organisation or business environment.

Requirement 3 – Identifying CPD activities

What set of activities will be undertaken to address your development needs? Please use this section to record the CPD activities you are aiming to undertake in your CPD annual cycle. There are a diverse range of activities which count as CPD and members must decide which are the most appropriate for their needs.

For verification please submit evidence for CPD activities completed such as proof of attendance, certificate or contact details of a 3rd party who can substantiate completion of the activity.

CPD Activity and Date (e.g work based learning, self directed study, courses, seminars e.t.c	Description of Activity	Benefits gained/ Value added	Hours
Total credits for this activity			

Requirement 3 – Reflect and Record

Members should reflect on the CPD activities undertaken and use this section to record this. For each activity what have you learnt?. How have you applied the learning outcomes or how you will integrate/apply what you have learnt in your work? How did the learning outcomes address your needs listed in Requirement 2?

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In brief, what were the most important things you learned last year? What did they contribute to your business ?

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Please ensure that you retain evidence of CPD activities(where possible) as these may be required during audit.

I hereby declare that the above information is true and correct to the best of my knowledge.

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Signature of Applicant

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Date