

TRAINING

Institute announces proposals for formalised CPD programme

Continuing professional development (CPD) is a requirement within all professional bodies. It is a fundamental part of the system that underpins and ensures the reliability and integrity of the services that professionals provide. In recent years, a requirement for greater professional transparency has increased the importance of CPD as the main system for ensuring professionals keep their skills and knowledge up to date.

The IEA plans to develop a formalised scheme that will enable members to carry out, record and regularly update their CPD. The scheme will be based around the competencies contained within the IEA Professional Framework.

The institute wants the CPD scheme to be available to all members who take part in educational assessment. The purpose of the scheme would be to encourage members to increase their assessment skills to improve their working practices and progress to higher membership grades.



UPDATE CLASSROOM SKILLS

It is proposed that:

- A formalised CPD scheme should be developed for members in the near future.
- The scheme should be directly linked to the competencies contained within the IEA Professional Framework.
- CPD should be evidenced via personalised portfolios of evidence.
- Submission of CPD evidence should be mandatory for members and fellows, to be validated through annual sampling. CPD should not be a requirement for affiliate grade. CPD should be voluntary for students and associates, although they should be encouraged to undertake CPD as good practice.
- Portfolios can be submitted to the IEA as applications for entry to member or fellow grades.

Although the consultation period has elapsed, the document is still available on the member area of the IEA website at www.ioea.org.uk/member_area/member_consultative.aspx.



IEA member benefits voted 100% accessible

The IEA is committed to ensuring that all members can gain access to a wide range of products and services.

In February, a cross-section of the membership was surveyed to establish how accessible the institute's publications (including *Make the Grade*) are.

The results were extremely reassuring, with all of the respondents finding the language and images used in *Make the Grade* completely accessible.

All other documents published by the IEA were deemed to have a user-friendly format and to be completely accessible.

Online discussion forums upgraded

The IEA recently upgraded its online discussion forums (located in the member area on the IEA website) to enable



members to network and share knowledge more easily. New features also include instant online messaging and automated reply notification. Messageboard topics include:

- Training and qualifications
- Assessment in schools
- Products and services – what do you think?
- The quality of marking
- Educational reforms and the impact upon assessment
- Standards in assessment E-assessment

In order to post messages on the online discussion forum it is a pre-requisite that you have activated your online membership profile. If you

have not already done so, please visit www.ioea.org.uk/activate. Once you have activated your profile:

- Log into the members' area and click on the discussion forum hyperlink on the sub-navigation menu.
- Click the yellow "Register your discussion forum profile" button.
- Enter the required information and click the "Create user" button.
- Click on the "Forum Home" hyperlink located at the top right-hand side of the page and get posting!

Tip: Once logged into the forums, you can receive e-mail notification of replies to your posts. Simply click on your name and select the "Email notification" option towards the bottom of the page.

MEMBER OFFERS

Three new discounts launched



RICHARD GOTT

Since the previous issue of *Make the Grade*, a number of discounts has been launched.

These discounts include:

- **20% off** anti-plagiarism software. In an ever-changing and more technologically advanced world, plagiarism is a serious concern for the assessment community. No matter how it happens – via the internet, books or interaction with other learners – plagiarism needs to be addressed, and the IEA is keen to help members tackle the issue. The IEA has also teamed up with Northumbria Learning to offer members an exclusive 20 per cent discount on various Turnitin anti-plagiarism services.

- **25% off** Testbase products. Testbase is a compendium of expertly indexed QCA key stage 1, 2 and 3 optional, progress and national test material (individual questions and mark schemes with the analysis of pupil performance) that can be searched and recompiled into tests, homework or training

material. Recent versions of Testbase products have included whiteboard-enabled material and cross-keystage databases designed to encourage formative assessment.

- **25% off** Exampro products. Exampro products are compendia of expertly indexed AQA examination material (questions, examiners' reports, mark schemes and more) that members can search and reconstitute into tests, homework or training material in a matter of minutes. There are over 30 different products covering the sciences, mathematics, business, ICT and computing at A-level and GCSE.

If you would like to see the IEA offer discounts on other assessment-related products and services that you regularly purchase, please email your suggestions to Richard Gott, membership manager, at richardgott@ioea.org.uk

Time to put the records straight

One tax year ends to be immediately followed by a new one! How many people felt their Easter break was ruined by the arrival of a new tax return on the doormat?

"For the self-employed, completing a tax return is now a daunting experience, but the key to lightening the burden is to keep good records," says Richard Gott, IEA membership manager.

Good record keeping does not necessarily involve employing a professional bookkeeper or investing in expensive computer software.

An accounts ledger, diary notes or simple computer spreadsheet can be sufficient to record your income and expenditure.

One recommendation would be to have a separate business bank account. Members who prefer to use a credit card are recommended to separate business and personal transactions into two separate cards. Differentiating business and personal life makes the preparation of sole trader accounts easier and quicker. It also offers a limited amount of protection should the

Her Majesty's Revenue and Customs (HMRC) wish to enquire into members' business affairs.

IEA members should be aware of three general forms of transaction that must be recorded:

- Bank transactions: payments made from the bank and deposits made into the bank.

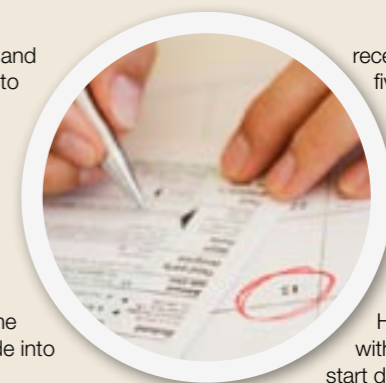
- Cash payments and cash receipts.

- Credit card payments.

When deciding how to record transactions, members must make provision to identify which receipts and payments are cash, bank or credit card.

For cash receipts, members must also be able to identify any cash not deposited in the bank but used for sundry cash expenses or general living expenses.

Good record keeping is an essential part of running a business. Failure to maintain good records could result in paying too much tax. It should also be borne in mind that book-keeping records and supporting



receipts should be retained for five years nine months after being submitted to HMRC.

Lastly, those members who have recently started examining or moderating for awarding bodies will find that the law has recently changed. Newcomers must inform HMRC, where applicable, within three months of their start date (the date they become self-employed).

Failure to do so will result in an automatic £100 penalty.

Members are reminded that the IEA offers a fixed-fee tax return and accounts service in conjunction with TWD accountants.

At only £95 for employed members and £169 for self-employed members, the service covers preparation of accounts for the self-employed, completion of the tax return, calculations on tax owed and all liaison with HMRC.

For further information go to the member area on the IEA website www.ioea.org.uk/tax