

**MOVE IT OR LOSE IT
INSTRUCTOR CPD
POLICY 2024**



NEW CPD ARRANGEMENTS FOR 2024

After taking into consideration feedback from this year's CPD days along with the admin involved in chasing people to book their CPD and complete the pre-course preparation, we are making changes to the CPD arrangements for next year.

In 2023 we started the year with more than enough CPD places available for all our members. We then had to cancel 3 CPD days due to lack of bookings and are ending the year with all but one of the remaining courses full and a number of instructors who haven't booked a CPD and whose preferred dates are full.

As per the Move it or Lose it licence agreement, your annual CPD requirement is as follows:

“The Licensee shall physically attend at least one of the Licensor's practical Continuing Professional Development (CPD) training sessions per annum”.

This must be one of the practical CPD days run by Move it or Lose it and these can be attended face-to-face or online via zoom. There is no requirement to complete a CPD day in the calendar year that you complete your FABS training.

Here are the new CPD training options for 2024:

Course options:

- From March through to early October we will run a total of 6 face-to-face and 10 online CPD courses which will provide up to a total of 216 places.
- In exceptional cases, for those who are unable to complete one of these CPD days for any reason, we will offer the option of an emergency one-to-one session with one of our Master Trainers. Anyone given this option will be observed on a selection of exercises to retain their membership as a Move it or Lose it licensee. These sessions are purely for quality assurance so no new theory or practical elements will be offered during the session. The one-to-one sessions will last approximately 30 minutes and will be delivered over Zoom. Anyone offered this option must complete a full CPD day the following year to maintain their membership.

Course fees:

- We will offer an early bird booking rate that will remain at this year's prices (£55 for an online CPD day and £85 for face-to-face). The early bird rates will be available until 5pm on 30th March 2024 for your place on any CPD day held between March and early October.
- For bookings placed after the early bird offer expires, the cost will rise to £75 for online CPDs and £105 for face-to-face CPDs.
- In exceptional cases, you may be offered the option of attending a one-to-one CPD session with a Master Trainer at a cost of £105. These will be offered at the discretion of Move it or Lose it and arranged on a one-to-one basis from September onwards.

Course viability:

- To go ahead, we require a minimum of 8 bookings for online CPD courses and 10 bookings for face-to-face courses. If required, please book travel and accommodation with cancellation protection.

Transfer fees:

- If you request a course transfer 8 weeks or more before your CPD course date you will incur a transfer fee of £30 for an online CPD and £50 for a face-to-face CPD. This must be paid before we can transfer you to an alternative date.
- If you request a CPD transfer less than 8 weeks before your course date your place on the original course will be cancelled and you will have to book another date at full cost. If this request falls outside of the early bird booking rate, you will be required to pay the increased rate (£75 for online CPDs and £105 for face-to-face CPDs). We have to ensure CPD dates have sufficient numbers to make them viable and therefore, this policy should provide certainty for CPD attendees that there will be no last-minute cancellations of courses.

Course preparation/assessment:

- You will no longer be asked to prepare routines to demonstrate in advance of your CPD day.
- On the day you will be asked to demonstrate one or more exercises from the Strength, Balance or Flexibility sections of your original FABS training.
- Your demonstration will be observed by the Master Trainer and you will receive helpful and constructive feedback. This ensures all our instructors are maintaining the high standards of delivery and safety required to continue receiving accreditation from our awarding bodies and protect the reputation of Move it or Lose it.
- The CPD day will run from 10.00am-4.00pm. This will allow more time to share routines, new exercises and ideas for activities and games etc. You will receive more information on this when you book your CPD.

Requirements for attending an online CPD day

In order to attend your practical training days online, you will need to ensure the following:

- You can access Zoom. [Check your system requirements here.](#)
- You have sufficient space as the Master Trainer must be able to see you in full when you are seated and standing in order to observe your exercises properly. This means being at about 3-4 metres away from your laptop/screen. You can do a zoom test [here](#). If you have any difficulty doing the Zoom test please contact us at least two weeks before the course date and we will arrange a test call with you.
- You have a safe exercise environment, so:
 - Remove clutter or furniture that could obstruct you.
 - Ensure the room is clear of pets.
 - You have an appropriate chair with a back. Office chairs are not suitable.
- You will arrive promptly and be available and visible throughout the day.
- You wear clothing and footwear that is suitable for exercise; you will not be able to participate barefoot.
- You have a resistance band.
- You need to have a quiet space to attend where you won't be disturbed so you can give your full attention to learning and exercising.

Unfortunately, if we can't see you or ensure you can exercise safely, we cannot allow you to participate. Therefore, our Master Trainer may ask you to leave the course and book another course which would require re-booking at the full cost.

We look forward to welcoming you on your next CPD day and thank you for your continuing support.