



CONTINUING PROFESSIONAL GROWTH
FOR
FCSI PROFESSIONAL MEMBERS
PROGRAMME DESCRIPTION
UK & IRELAND

1. INTRODUCTION

The FCSI Bylaws state that Professional members:

“shall fulfil continuing professional growth requirements, as set forth by the Board of Examiners and approved by the Board of Directors”.

The purpose of the Continuing Professional Growth (CPG) Programme for FCSI Professional members is to ensure that clients choosing an FCSI consultant can be assured of obtaining the highest standard of work from consulting professionals who have up to date knowledge and competencies. This will enhance the status of FCSI members and the FCSI itself.

2. COMPETENCY REQUIREMENTS

The competencies required of a competent FCSI consultant generally include:

- Up to date knowledge of the foodservice industry
- Use of effective consulting and management tools
- Running an effective consultancy practice

The CPG programme is designed to ensure that Professional members can prove their competency in these three areas, and that they have an effective structure for continuous learning and improvement of their knowledge and skills.

3. PROFESSIONAL GROWTH ACTIVITIES

Within the CPG programme, continuous learning is undertaken through various professional growth activities. *To be judged as professional growth activities, these must be unremunerated and must not be part of the Member’s normal job function.*

The CPG programme includes six areas of professional growth activity:

1. Attending educational seminars, presentations and conferences
2. Study leading to formal qualification
3. Giving presentations, speeches etc.
4. Writing published articles and reviews
5. Participating in industry activities and committees
6. Other educational activities

Examples of activities in these six categories are given in the enclosed matrix.

4. CEU TARIFF

Professional growth activities are allocated Continuing Education Units (CEUs). CEUs are generally awarded according to a tariff of ***one (1) CEU for one (1) hour of professional growth activity***. Variances are made in order to acknowledge the intensity of the activity.

Limits are applied to certain types of activities to broaden the professional growth of the consultant. Some activities, for example FCSI meetings and conferences, will be pre-approved and a fixed number of CEUs will be allocated to these.

5. CLAIMING CEUS

All foodservice consultants engage in lifelong development to maintain and improve knowledge and skills for competent consulting. This includes continuous self-assessment to identify **professional** strengths and learning needs, establishment of short- and long-term goals for individual development, and selection of appropriate educational opportunities for which Continuing Educational Units (CEUs) are awarded to recognize achievement of these goals.

To maintain FCSI membership status, a Professional member must acquire a minimum of **twelve (12)** units of approved CEUs each year of their membership. All Senior Associate members are required to acquire a minimum of **six (6)** CEUs and Associate members are required to acquire a minimum of **three (3)** CEUs to maintain their membership status effective January 1, 2010.

Beginning in 2010 members who earn CEUs in excess of the required minimum yearly units may roll forward a portion of those units to the following year. Professional members may roll forward a maximum of **six (6)** CEUs, Senior Associate members may roll forward a maximum of **three (3)** CEUs and Associate members may roll forward a maximum of **one (1)** CEU to the following year. Such roll forward of excess CEUs *must* be requested by the member; no roll forward shall be automatic.

Approval forms should be submitted to:

FCSI UK & Ireland
PO Box 1253
Woking
Surrey GU22 2EW

Fax: 01483 751991 Email: admin@fcsi.org.uk

6. PROOF OF ACTIVITY

The CPG programme allows CEUs only for professional growth activities that are formally accredited or are otherwise verifiable.

Proofs of activity do *not* need to be submitted routinely. Proofs will be audited on a random basis and should therefore be retained during the claim period.

7. QUERIES AND DISPUTES

Queries and disputes may be referred to the European Advisory Committee (EAC) through your local EAC representative:

John Cousins: 020 8205 0507