

# **The Professional Register for IMI members**

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**What is the Professional Register?**

The Professional Register represents individuals who have proved they have the right qualifications, knowledge and experience to practise professionally within the automotive retail industry, and who continually maintain their standards by committing to continuing professional development (CPD).

**What are the benefits of being on the Register?**

Adding your name to the Professional Register is the simplest and clearest way to show you are committed to the highest standards of professionalism and ethical conduct in the automotive retail industry. It demonstrates that you are keeping your industry skills and knowledge up to date, and are currently competent.

It's a benchmark for quality in the industry so whether in the workshop, showroom, office or beyond, it's your way of delivering for customers who demand the highest standards of ethical behaviour and professionalism. Consumers want the reassurance of dealing with people who are respected for their professional attitude and knowledge, and so the Register is helping to improve the image of the sector. It gives your customers and clients confidence that you're committed to them and to the industry.

**When will it be available for the public to view and where?**

The Professional Register will be available for public viewing in April 2013 and will be available online at [www.imiregister.org.uk](http://www.imiregister.org.uk).

**What information will be available to view?**

Customers and consumers will be able to search for registered professionals using data such as your name, employer's address details, region, etc. They'll also be able to view your professional status, i.e. IMI membership level or ATA/AMA accreditation, to show you're qualified and up to date with your skills. No personal details will be displayed.

**Am I eligible to join the Register?**

You'll become part of the Professional Register when you become an IMI member (not applicable to Affiliate and Retired membership grades). If you're not a member already, joining is easy, just visit [www.theimi.org.uk/member](http://www.theimi.org.uk/member) for more details. There are several levels of membership dependant on your industry experience and qualifications.

**Is it free to join?**

Yes it's free - there's no additional charge to join the Register once you become an IMI member. Joining as an IMI member is simple, just visit [www.theimi.org.uk/member](http://www.theimi.org.uk/member) for more details.

**Why can't Retired and Affiliate members join?**

The Register is for practising professionals, so you need to be employed and have a certain amount of industry experience to be on the Register. However, as an Affiliate, you may be able to upgrade your membership level. Contact the Professional Development team on 01992 511521 or email us at [imimembers@theimi.org.uk](mailto:imimembers@theimi.org.uk) for more information.

### **What is Continuing Professional Development (CPD)?**

CPD stands for Continuing Professional Development and the IMI define CPD as a range of learning activities through which you can, as an industry professional, develop yourself throughout your career. This is so you can keep your skills and knowledge up to date, enabling you to work effectively and ethically, adhering to the IMI Code of Conduct. Each learning activity is given a credit rating and by signing up to the Register, you commit to achieving 90 CPD credits over a three year CPD cycle – that's the equivalent of approximately only four days per year.

### **What can CPD do for me?**

CPD enriches your knowledge, keeps you currently competent, and improves your promotion and career prospects. It also demonstrates to your employer and colleagues that you're equipped to respond to ever-increasing management and compliance requirements, rapidly-changing technical developments and best practice.

### **Are the training & development courses specifically for the industry?**

Yes, all the IMI courses have been developed with the motor industry in mind and are delivered by specialist training providers and vehicle manufacturers such as Mercedes Benz, Jaguar Land Rover, PAR Automotive, Nelson Croom and many more.

You can train face-to-face at locations throughout the UK, via workshops, online through innovative webinars and e-learning, and even from your mobile. You'll have access to specialist CPD to suit your work, your learning needs, and the time and resources available to you. We can also deliver in-house and design courses specifically for your needs. For a full list of courses and e-learning opportunities, visit [www.theimi.org.uk/course-and-events](http://www.theimi.org.uk/course-and-events).

### **Will I be able to achieve the CPD credit target?**

Yes, the 90 credit target is achievable by everyone. CPD covers the whole spectrum of automotive learning - learning on the job, reading a relevant journal or article, or simply attending a conference all count towards CPD. It's not just the formal training courses you attend.

### **How do I join the Register?**

Once your IMI membership has been confirmed, you'll become part of the Register providing you're assigned a membership level of LIM1 or above. For details of membership levels, visit [www.theimi.org.uk/member](http://www.theimi.org.uk/member). To join the Register now, visit [www.theimi.org.uk/register](http://www.theimi.org.uk/register), click on the *JOIN* icon and follow the instructions on screen. Alternatively, call the Professional Development team on 01992 511521 and we'll walk you through the process.

Once on the Register, you'll have access to the online CPD management tool, MyCPD, where you can log, track and plan all of your professional development activities.

### **What do I need to do to maintain my registration?**

You'll need to:

- keep your knowledge and skills up to date through participation in CPD and meet the 90 CPD credit target over a three year cycle.
- maintain an up-to-date and accurate record of your CPD activity using the IMI online CPD management tool, MyCPD.
- demonstrate your CPD activities are relevant to your job role and current or future working practice, ideally demonstrating tangible impact too.

- remain an eligible IMI member or accredited individual by behaving in an ethical way, complying with the IMI Code of Conduct and paying membership fees on time.

For full details, visit [www.theimi.org.uk/register](http://www.theimi.org.uk/register).

#### **How will my CPD activity be monitored?**

CPD activity evidence entered onto the online CPD management tool will be subject to audit by the IMI on a random, sampling basis throughout the three year cycle and on an end-of-cycle basis. This is to check the quality of the evidence, to make sure it is valid, and to see where any support may be required.

#### **What support is available to me whilst on the Register?**

Support and guidance are available from the IMI if an individual finds themselves in challenging circumstances which may affect their ability to achieve target. Please contact the Professional Development team to discuss your situation where consideration will be given on a case-by-case basis.

#### **Can the Professional Register status be taken away from me?**

An individual may be removed from the Professional Register for the following reasons:

- a) Breaching the IMI Code of Conduct.
- b) Not having eligible IMI member or accreditation status, through non-payment of fees.
- c) Not achieving the CPD requirement within the three year cycle.

The IMI reserves the right to remove anyone from the Professional Register. Further guidance on the reasons for removal is contained in the IMI Professional Register Appeals and Complaints document. Please call us for a copy or download it from [www.theimi.org.uk/membership/complaints-procedure](http://www.theimi.org.uk/membership/complaints-procedure).

If you have any other questions about the Professional Register, please call the Professional Development team on 01992 511521 or email [imimembers@theimi.org.uk](mailto:imimembers@theimi.org.uk).