

# Recording Your CPD

## 1. Maintain Accurate Records:

- Use BIOS to log activities.
- Include the following details:
  - Date of activity.
  - Type (structured/unstructured).
  - Duration (in hours).
  - Learning outcome achieved.

## 2. Step-by-Step Guide to Claim CPD Points in BIOS

1. Access the BIOS Homepage:
  - Log in to your BIOS account to get started.
2. Navigate to the Training Section:
  - Go to HR plus TNC from the main menu.
  - Click on Trainings to view all facilitated training sessions.
3. Locate Relevant Trainings:
  - Scroll through the list to find the trainings you attended. For 2023 sessions, look for trainings numbered 31 to 47.
  - Navigate to the next page if needed to see the complete list.
4. Select Your Training Session:
  - Identify the session you attended (e.g., "Liverpool Income Protection Plan," Training Number 31).
  - Click on the training session to view its details.
5. Review Training Details:
  - Check the session description, objectives, and Knowledge Framework.
  - Confirm your name is listed under the People Attended section. Only attendees listed here can claim CPD points.
6. Claim Your CPD Points:
  - Once you verify your attendance, click the Claim My CPD button on the upper-right corner of the training details page.
  - Your CPD points (e.g., 60 points for a 1-hour session) will be credited to your profile.

7. Check for Missing CPD Claims:

- If you attended a session but the Claim My CPD button is not available, contact support:
  - Provide details about the session.
  - The team will verify and fix any discrepancies in the attendance record.

8. Stay Updated:

- Look out for updates on the training module as further improvements are being made.
- New sessions will be added regularly to help you earn additional CPD points.

**Notes:**

- Only attendees of live sessions can claim CPD points.
- Recorded sessions are available in the Professional Advisor Academy but do not have the "Claim My CPD" option.
- Ensure your profile is up-to-date to avoid missing credits for attended sessions.