



# registered architectural ironmonger log sheet

Name: \_\_\_\_\_  
 Reg AI No: \_\_\_\_\_  
 Year: \_\_\_\_\_

### COMPULSORY COURSE WORK

Date	Title	Points

### INSTITUTE CPD MEETINGS

Date	Branch/Subject	Points

### OTHER CPD EVENTS OR APPROVED TRAINING

Date	Event	Points

### OPTIONAL COURSE WORK

Date	Title	Points

### GAI TUTORING/MANUAL WRITING

Date	Event	Points

### TRADE FAIRS/EXHIBITIONS

Date	Event	Points

### OTHER ACTIVITIES

Date	Activity	Points

TOTAL	Points

**10 points** are required in every calendar year, collected as follows:

- ① **4 points** by the annual compulsory course work
- ② **2 points** must be collected by attendance at either IAI branch CPD presentations or in-house training.  
 1 point each is awarded for each of these however attendance at the CPD presentation relating to the compulsory course work is worth **2 points**
- ③ **4 points** by other CPD presentations as category 2 and/or other recognised activities including optional course workbooks.

Examples of other recognised activities (category 3) are listed below.

- **2 points** for each optional course workbook – maximum 2 workbooks per annum
- **1 point** for an educational factory visit – **2 points** max pa
- **1 point** for GAI (or related) tutoring or writing education manuals – **2 points** max pa
- **1 point** for trade fair visits – **2 points** max pa
- **1 point** each for other relevant activities, which you believe to be worthy of points.

January 2011