



**INTERNATIONAL UNION OF LEATHER
TECHNOLOGISTS AND CHEMISTS SOCIETIES**

**International Union Training (IUT)
Commission**

**Continuing Professional
Development
(CPD)
Certificate Handbook**

**For Certification as an
IULTCS-IUT Leather Professional**

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About the IULTCS

The International Union of Leather Technologists' and Chemists' Societies (IULTCS), a world-wide organisation of professional societies, traces its origins to London in 1897. There are currently 21 member and associate member societies representing thousands of the world's scientists, technologists and professionals interested in collagen and the industry that transforms this fascinating biomaterial into leather.

Article 1: The International Union of Leather Technologists and Chemists Societies is founded for the purpose of **encouraging** the technology, chemistry and science of leather on a worldwide basis and arranging meetings for the national leather technologists and chemists associations of the world.

Article 3: The aims of the Union are:

- To establish and maintain regular contact and effective co-operation between Member Societies, Associate members and Supporting members and any other national and international bodies which are relevant to the leather industry.
- To hold and organise Congresses, conferences, meetings and the like.
- To form International Commissions and Study Groups (IU Commissions and IU Study Groups).

www.iultcs.org

About the IUT Commission

The IUT Commission was established in 2007 and was charged:

- To encourage and recognise the training, education and continuing professional development of its members.
- To establish a global list of international leather (and related disciplines) training and education institutions.

IUT Committee

Chair: Dr Jeffry Guthrie-Strachan (UK)

Members: Mr Elton Hurlow (USA)
Mr Mauro Magnaguagno (Italy)
Mr Steve Yanek (USA)
Dr Campbell Page (Switzerland)

IULTCS Executive Committee

Contact: iultcs.iut.leatherprofessional@gmail.com

About Continuing Professional Development (CPD)

Continuing Professional Development (CPD) is a means by which individuals maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives for the benefit of their industry as a whole.

About the IULTCS-IUT CPD

The IUT Committee, with the approval of the IULTCS Executive Committee, and in accordance with the aims and objectives of the Union, supports and endorses the voluntary, periodic certification of individuals as Leather Professionals who actively improve their skills and knowledge.

It is in the leather industry's best interest that professionals maintain and develop their professional knowledge and skills throughout their working life. The IULTCS-IUT CPD certificate will assist and encourage professional members to maintain and improve their level of competence in arenas of leather manufacture. Certification requires demonstration of continuous professional development over a four year period in one or more of six categories, and is valid for four years. Recertification is then required to prove continued professional growth. Certification is achieved by complying with the pre-determined requirements outlined in the most recent version of these guidelines.

The IULTCS-IUT CPD Certificate ensures that the holder is committed to the continuous development of themselves, their career, knowledge base, and the leather industry.

The development of the Continuing Professional Development Programme criteria, administration of the certification review, approval of applicants, and distribution of awards is managed by the IUT Commission.

The CPD programme is designed to encourage the continuous professional growth of individual members and to provide a mechanism whereby members can review, plan and structure their activities for maximum benefit to themselves and the industry as a whole. This programme is designed to:

- recognise individual professional excellence and improvement in the award of criteria points
- encourage all individuals, irrespective of their current level of professional position, to continually develop their skills and knowledge by having a wide range of activities contribute towards certification
- support willing professional development and voluntary contribution to the advance of science in the leather industry

The CPD Programme allows certificate applicants to demonstrate their continuous professional growth by tracking and recording evidence of their leather related development activities. Some activities may be performed due to initiatives of the employer, some will result from independent practice, and some will reflect the individual and/or financial interests of the applicant but the most important aspect to note is that it is all about YOU and YOUR PROFESSIONAL GROWTH.

Requirements

To be eligible for the IULTCS-IUT CPD Programme and certification as an IULTCS-IUT Leather Professional, the applicant must fulfil the following requirements:

1. Be a registered Member of one of the IULTCS Member or Associated Member Societies
2. Fulfil the requirements of the most recent IULTCS-IUT CPD Certification programme.
3. Submit the applicable fees.

For a full and updated list of Member and Associated Member Societies please refer to the IULTCS website (www.iultcs.org).

Disclaimer:

The IUT is committed to updating the CPD criteria to reflect the most important activities and events that reflect professional growth and development in the leather industry. Toward this end, the IUT Committee will revise the CPD Handbook every two years or as necessary to address ongoing changes in the industry. It is the responsibility of certificate applicants to ensure they are using the appropriate version of the handbook for the period in which they are seeking certification. If you have questions, please contact a member of the IUT Commission. Note that the IUT Commission will do its best to verify that applicants have complied with the appropriate criteria. Professional certification does not imply a level of fitness for work or job performance.

How the IULTCS-IUT CPD Leather Professional Certification Works

To certify as an IULTCS-IUT Leather Professional, the applicant must actively participate in local and/or global leather industry Activities and provide evidence of Activities in one or more of SIX categories in order to achieve a total of 100 CPD Points over a FOUR year period. The certificate is valid for a FOUR year period from the date of certification.

Recertification is required after FOUR years. This reflects the fact that science and technology are not static and emphasises the need for continual development in professional life.

CPD Points

There are SIX categories of CPD Activities in which you can earn CPD points.

- A Education
- B Publications
- C Conferences/Congresses
- D Leather and Related Organisations
- E Leather Fairs and Trade Exhibitions
- F Non Defined Activity (Pre-Approval Required)

Each category contains Activities that are assigned a specific value in CPD points. Each category is assigned a letter and each Activity is assigned a number.

Prior to the application, a minimum of 100 CPD points must be earned during the previous FOUR year certification period.

Changes to criteria and categorisation are at the sole discretion of the IUT Commission. Please refer to the IULTCS website for the latest edition.

There are no minimum points required in any one category and all points may be acquired in any one category. No additional conditions for accumulating points apply.

CPD Activities List*

Category		Activity Number/Title	Activity	CPD Points
A	Education	1. Formal Full Time Education	Daily attendance > 6 months p.a.	60
		2. Formal Part Time Education	Daily attendance 1-6 months p.a.	40
			Daily attendance 1-4 weeks p.a.	20
			Daily attendance 1-5 days	10
		3. Distance Education	As for Formal Full time or Part time education	
		4. Informal Education	Short Courses/Training > 5 days	20
			Short Courses/Training 1-5 days	10
B	Publications ^{\$}	1. Books	Published as main author or co-author	80
			Published as part author (chapters etc)	30
		2. Journals (peer reviewed)	Article: Author or Co-author	30
		3. Technical Articles and non peer reviewed journals	Article: Author or Co-author	20
C	Conferences/Congresses [%]	1. National Conference	Attendance	10
			Visual Presentation	15
			Oral Presentation	30
		2. Regional and International Conference	Attendance	10
			Visual Presentation	20
	Oral Presentation	40		
	3. IULTCS Sanctioned Conference/Congress	Attendance	20	
		Visual Presentation	30	
		Oral Presentation	50	
D	Leather and Related Organisations ^{&}	National and International Leather and Related Organisation Involvement	Council or Executive body (Note: Points allocated per 12 months of service)	10
E	Leather Fairs and Trade Exhibitions	National, Regional and International Leather Fair and Trade Exhibitions	Exhibitor	10
			Attendance	5
F	Non Defined Activity (Pre-Approval Required)	Not Defined		

p.a. per annum (per year)

\$ IUT reserves right to modify points for similar articles published in multiple areas

% Only ONE score will count for each Conference or Congress attended, select the highest score that applies

& Voluntary members (Non paid members of staff - stipends excluded). Points are applied for each consecutive 12 month period served

* All Activities must be linked to leather and related subjects. Scores are cumulative

Verification Forms

Verification forms are used to collate the Activities for each applicant. Applicants should complete verification forms for each Category even if the total exceeds 100 CPD points as some Activities entered may not be valid or pass verification.

It is important that the applicant provide as much data for verification as possible. If Activities cannot be verified due to incomplete, insufficient or incorrect data, the applicant may be required to provide further evidence of participation, or the item and points may be omitted from the process.

The Applicant may wish to ensure that all activities are included in the application to gauge their level of progression and/or diversification of Activity points in follow up certification processes.

Instructions and examples on how to complete the Verification Forms may be found in the Application Pack.

How to apply for IULTCS-IUT CPD Leather Professional Certification

In order to be considered for certification you must:

1. Download a copy of the latest IUT CPD Handbook and Application Pack from www.iultcs.org.
2. Complete the forms in the IULTCS-IUT CPD Application Pack.
3. Submit the completed Application Pack and associated documentation to the relevant Member or Associated Member Society for review and assessment. Your Member or Associated Member Society will verify your Activities with the assistance of the IUT Commission Chair.

If you are having problems with the submission of your Application, please submit the completed Application Pack, including electronic copies of all documentation to:

email: iultcs.iut.leatherprofessional@gmail.com

The Application will be forwarded to the relevant Member or Associated Member Society on your behalf.

4. When your application is ready for submission to the IUT Chair, the relevant fee (paper or parchment) must be paid to the IULTCS secretary.
5. Certificates for successful applicants will be dispatched directly to the Applicant, however, arrangements can be made for the certificate to be presented at a relevant (IULTCS) national, regional or international gathering. Please make appropriate arrangements with the IUT Chair.

Fees

Option1:	Paper Certificate including shipping & handling	€25
Option 2:	Parchment Scroll including shipping & handling	€50

Fees to be paid to:

Account name: IULTCS
Bank Address: Basler Kantonalbank
Postfach
CH- 4002 BASEL
Switzerland

SWIFT: BKBBCHBB
BIC: BKBBCHBBXXX

IBAN Account No.: CH94 0077 0016 5484 5902 2

The IULTCS Secretary will inform the IUT Chair of fees paid and the appropriate action will be taken regarding the certificate.

Please ensure that your payment is accompanied by a note indicating:
IULTCS-IUT CPD Application
Name of Applicant
Choice of Paper or Parchment certificate

Summary

The IUT Commission will make all reasonable efforts to deliver and manage the CPD programme and application process but reserves the right to make amendments, provided such alterations are reasonable.

Appendix:

Definitions, Instructions and Exemplar Verification Forms

A. Education Definitions and Instructions

Introduction

Any form of education and training related to leather is evidence of an active effort to improve oneself professionally. While global education structures are quite complicated we have strived to keep this section as simple as possible. Scores are not intended to be a comparative reflection of the difficulty or quality of education but are an attempt to reflect the commitment and time allocated to study.

Definitions

Formal Education – where the student applies and registers for a course at a university, college or other recognised institution for a degree, diploma or certificate related to leather and where the formal qualification achieved sits within that country's formal education structure.

Informal Education – where the applicant attends or participates in internal company/institution run improvement programmes or workshops, such as at leather chemical and machinery companies, or any other similar activity that does not lead to a formal qualification.

Full Time–Study - where a student is expected to attend daily scheduled classes for a period of time greater than or equal to six months per annum, and participates in all subjects required to obtain a recognised qualification.

Part Time–Study - where a student participates in part of a course which is classified as full time, or attends all daily scheduled classes for a period less than six months.

Distance Education – education which does not require the student to attend classes at the university/college or institute from that which they expect to achieve a qualification. This qualification may be formal or informal, full or part time. For example, if a participant does one out of five modules of a one year BSc course they will be classified as Formal Distance Education – Part Time and achieve 1/5th of the points of a full time student , i.e., 18 points. Contact the IUT Commission for clarification prior to application or see **Section F**.

Instructions

Be as informative as possible when filling in the Verification form.

Attach all relevant documentation relating to each Verification Number, e.g., Certificates, Diplomas etc.

Do not enclose original documents.

A. Education Exemplar Verification Form

No.	Qualification Title	Institution or Company	Institution Address	Institution Contact No	Institution email	Full/Part Time & Period	Formal or Informal	All or part of Subjects	Year	Points
1	BSc (Hons) Leather Technology Year 1	Institute for Creative Leather Technologies University of Northampton	Boughton Green Rd Northampton NN2 7AL United Kingdom	+44 (0) 1604 892009	bslt@northampton.ac.uk	Full >6 month Sep 2010 to Jul 2011	Formal	All	2008	60
2	LGR Compact Course Certificate in Leather Technology	Lederinstitut Gerberschule Reutlingen	Erwin-Seiz-Str. 9 D-72764 Reutlingen Germany	+49 (0) 712116230	lgr@lgr-reutlingen.de	Part 5 months Sept 2009 to Jan 2010	Formal	All	2009	40
3	Shoe Upper, Garment and Upholstery Leathers	TFL Academy	Via Lungochiampo I-36054 Montebello Vic. No VI Italy	+39 0444 6443402	academy@tfl.com	1-5 days 1-5 April 2010	Informal	N/A	2010	10
4	Module 4 Advanced Wet Blue Manufacture	International School of Tanning Technology	P. O. Box 2085 Grahamstown 6140 South Africa	+27 (0) 46 6227310	info@tanschool.co.za	Part Distance Jan 2009 to Nov 2010	Formal	Part 33%	2011	20
TOTAL										

B. Publications Definitions and Instructions

Introduction

The IULTCS supports the dissemination of information in all forms. Books, journals and technical publications all play a role in informing, educating, advancing and empowering an understanding of a subject.

Definitions

Journal – refers to a serious scholarly academic publication that is peer-reviewed.

Peer-reviewed - refers to the process of subjecting an author's scholarly work, research or ideas to the scrutiny of others who are experts in the same field.

Technical article – articles appearing in professional magazines published on a regular basis and generally financed by advertising.

ISBN – International Standard Book Number is a unique numeric commercial book identifier based on a 9-digit Standard Book Numbering (SBN) code.

Instructions

Be as informative as possible when filling in the Verification form

Attach all relevant documentation relating to each Verification Number.

Do not enclose original documents.

Enclose a copy of the Cover Page and Contents Page of the book, or any other documentation that indicates the role of the applicant in the publication.

Enclose a copy of the journal paper(s) or technical article(s).

B. Publications Exemplar Verification Form

No.	Book, Journal or Technical Article	Author, Part Author or Co-author	Book or Article Title and Chapter/s Title	Book Publisher and ISBN no.	Journal or Magazine Article Title	Journal or Magazine Volume Number and Date	Pages	Points
1	Book	Author	Tanning Chemistry The Science of Leather	RSC Publishing 978-0-85404-170-1	NA	NA	1-483	80
2								
3								
4								
5								
6								
7								
8								
							TOTAL	

C. Conferences/Congresses Definitions and Instructions

Introduction

A goal of the IULTCS since its founding has been to facilitate conferences and meetings around the subject of leather. Formal presentation of research, discussion, and the networking that takes place when groups of professionals gather at meetings is very important for professional growth and advance of knowledge.

Definitions

Conference – A formal meeting for presentation and discussion on a topic of interest.

Congress – A formal meeting where representatives meet to confer, discuss or promote a topic of common interest.

National Conference – A conference held primarily for national members.

Regional Conference – A conference organised within a geographical region.

International Conference – A conference organised with the intent of inviting and attracting global interest.

IULTCS Sanctioned Conference – Reference the IULTCS Statutes; approval is granted by the IULTCS Executive Committee.

Visual Presentation – A presentation of research or findings in the form of a poster, operating model, video or other means at a Congress or Conference.

Oral Presentation – A formal presentation of research or findings made by the author or their designated representative at a Congress or Conference.

Instructions

Be as informative as possible when filling in the Verification form.

Attach all relevant documentation relating to each Verification Number, e.g., Registration tickets, ID cards etc.

Do not enclose original documents

For a visual or oral presentation, provide a copy of the Conference programme or other evidence that your presentation was part of the conference.

C. Conferences/Congresses Exemplar Verification Form

No.	Name of Conference or Congress	Date and place of meeting	Was this a National, Regional or International meeting?	Did you attend, make a visual or an oral presentation?	If you made a presentation, provide the title and authors.	Points
1	38 th AICC National Italy	September 2009	National	Attendance	NA	10
2						
3						
4						
5						
6						
7						
8						

D. Leather and Related Organisations Definitions and Instructions

Introduction

Many professional organisations rely on voluntary service for effective function. Voluntary service and willing contribution of individual expertise, time and talent is evidence of professional maturity and growth. Executive leadership or management within such organisations is recognised.

Definitions

Leather and Industry Related Organisations – Many different types of professional organisation exist to promote the interests of the leather industry and for the benefit of its members. These can include international, regional or national organisations. Membership is typically voluntary and the explicit organisation aims and objectives should be for the improvement of the industry and its members.

Executive leadership or management – Those individuals representing the Executive Committee, Council or tasked with managing a specific committee or commission are recognised as leaders within the organisation.

Voluntary service – The position should be unpaid.

Instructions

Be as informative as possible when filling in the Verification form.

Attach all relevant documentation relating to each Verification Number.

Do not enclose original documents

D. Leather and Related Organisations Exemplar Verification Form

No.	Name of Organisation or Society	Role on Executive Committee or management position	Time Period	Points
1	IULTCS	Executive Committee	2008-2011 - 4 years	40
2	ALCA	President	2006-2008 - 2 years	20
3	SLTC	Treasurer	2007-2009 - 3 years	30
4				
5				
6				
7				
8				
TOTAL				

E. Leather Fairs and Trade Exhibitions Definitions and Instructions

Introduction

Participation in leather trade fairs and exhibitions is an excellent opportunity for professionals to learn more about their industry and vocation. Participation as an exhibitor is of value to the industry as the “products” shown provide information and inspiration to other attendees on topics of interest for the industry. Participation as an attendee also provides an opportunity to absorb knowledge about the industry and to share ideas on items of interest. Attendees at trade fairs and exhibits are encouraged to participate in additional activities, such as technical seminars or symposia which often form part of these events.

Definitions

Leather Fairs and Trade Exhibitions – Recognised industry events

Participation – Actively involved in preparing materials to be displayed and in setting up and managing a stand or booth at a leather trade fair or exhibition.

Attendee – Spends one or more days actively engaged in review and discussion of the products or services displayed at a number of different stands or booths.

Instructions

Be as informative as possible when filling in the Verification form.

Attach all relevant documentation relating to each Verification Number, e.g., Registration tickets, ID cards, etc.

Do not enclose original documents.

E. Leather Fairs and Trade Exhibitions Exemplar Verification Form

No.	Leather Fair or Exhibition Title	Time and place the Fair was held	Dates of Attendance, and booth or stand number if exhibitor	Additional activities during the Fair –e.g. seminars or meetings attended	Points
1	APLF – CEC Hong Kong	March 26 – 28, Hong Kong	March 26 – 28, Hall 2 Stand H3	Seminar on Fashion	10
2	Tanning Tech - Bologna	October 2010	12-14 October 2010	NA	5
3					
4					
5					
6					
7					
8					
TOTAL					

F. Non-Defined Activity Definitions and Instructions

Introduction

The key criteria used in evaluation of “non-defined” activities are whether the activity potentially enhances the professionalism of the individual and whether such training is of potential benefit for the industry.

Considering the complex global nature of the leather industry, activities that may be considered useful include non leather specific training or courses on topics such as languages, health and safety, business, management, marketing, fashion, quality etc.

(NOTE: This document is the first version and will be updated according to the nature of the IULTCS-IUT CPD application activities. It is anticipated that future versions will provide more direction on other activities that will qualify for Continuing Professional Development points)

Definitions

Instructions

Be as informative as possible when filling in the Verification form.

Attach all relevant documentation relating to each Verification Number, e.g., Certificates, Diplomas, web addresses etc.

Do not enclose original documents.

F. Non-Defined Activity Exemplar Verification Form

No.	Activity	Date And Place	Description	Points
1				
2				
3				
4				
5				
6				
7				
8				
TOTAL				