

Bord tal-Warrant tar-Restawraturi: CPD Guidelines

1. Background

The duties of the warrant holder with respect to Continuous Professional Development (CPD) are described under Article 31 (4) of the Cultural Heritage Act:

*(4) Every warrant holder shall perform a minimum of twenty (20) hours of continued professional development per year:
Provided that if the warrant holder does not perform the number of hours established, the Board shall suspend the warrant until such time as the person shows to the satisfaction of the Board that the requirement of continued professional development has been met.*

The duties of the Bord in this regard are described under Article 39 (m):

(m) establish the criteria for the acceptance of programmes of continued professional training and development for warrant holders and holders of practising certificates;

Furthermore the Code of Ethics also states that:

3.4.6 Training and Continuing Responsibility The warrant holder should, within the limits of his knowledge, competence, time and technical means, participate in the training of his own interns and assistants. He/she must maintain a spirit of respect and integrity towards such colleagues. The warrant holder shall perform a minimum of twenty hours of continued professional development per year.

These guidelines will identify how these provisions of the Cultural Heritage Act will be implemented, and in particular with regard to the following:

- what the Bord tal-Warrant tar-Restawraturi will consider as appropriate CPD themes (part 3);
- what acceptable CPD activities are (part 4);
- the procedure by which CPD activities will be evaluated (part 5).

2. General guidelines

CPD activities must be related to areas indicated in the existing Practising Certificate/s of the particular Warrant Holder.

CPD activities must be carried out by reputable/recognized experts, professionals, lecturers, authoritative bodies/institutions on conservation/restoration practice or directly related areas. All CPD activities must be covered by a certificate of participation or an endorsement letter also listing the hours covered by each activity.

Speakers/lecturers must be established professionals in the relevant field. Institutions must be reputable ones.

3. CPD Core Themes

Ethics in Conservation and conservation decisions
Aesthetics in Conservation
Preventive conservation
Health and Safety in Conservation strictly related to Conservation practice
Report writing and Documentation
Legal Basics – Cultural Heritage Act, EU rules and regulations
Professionalism in transactions with Clients
Science for Conservation
Ethics, criteria and procedures in sampling from an object
Conservation methods and materials
Conservation treatments and choice of methods and materials including *inter alia*:
cleaning, desalination, adhesion, consolidation, grouting, protective coatings,
integration
Role of Diagnostics in conservation
Simple on site diagnostics, including non-invasive analysis
Material Identification, original and/or conservation materials
Research in Art and Art History
Scientific research for conservation
History, Theory and Philosophy of conservation
Teamwork and Multidisciplinarity and the role of the Conservator
Other subjects not covered by the above, but only with the specific prior approval
of the *Bord tal-Warrant tar-Restawraturi*.

Warrant holders are expected in subsequent years to cover different core themes from the ones already covered in previous years.

4. Acceptable CPD Activities

CPD activities should be structured and should be organised by individuals or institutions with recognized qualifications in the field of study selected.

Acceptable forms of CPD activities will include the participation in or organization of:

Classroom-based learning
Workshop participation
Online training programs
Conferences and Seminars
Lectures and Webinars

Any activities in which the Warrant Holder is participating as an organizer, teacher or supervisor may be considered but prior approval by the *Bord* is needed.

Peer-reviewed articles, and presentations at reputable conservation-related conferences, must be submitted in full to the *Bord*. All such articles and presentations must always include a detailed abstract in English.

Warrant holders must ensure that the chosen CPD activities, when presented to the *Bord*, are accompanied by evidence such as a certificate of attendance, endorsement letter, peer-reviewed article, etc.

Certificates of attendance and endorsement letters must include the number of hours covered by the warrant holder directly related to the indicated specific activity.

5. Yearly Statement of CPD activities

The Cultural Heritage Act requires the *Bord tal-Warrant tar-Restawraturi* to assess whether Warrant Holders have completed their minimum 20 hours of yearly CPD.

To this end all Warrant Holders must submit to the *Bord tal-Warrant tar-Restawraturi* a yearly CPD Statement detailing what activities were carried out in the course of that year, detailing hours spent on each activity. Written proof of attendance of the stated CPD activities (in line with parts 3 and 4, above) must be attached to the yearly CPD Statement. All such evidence must be presented to the *Bord* online no later than 31 January of the following year.

Warrant holders are to inform the *Bord tal-Warrant tar-Restawraturi* of any cases of *force majeure* whereby they will not be able to complete the required minimum 20 hours of CPD per year – including for health reasons or for family related issues. The notification to the *Bord tal-Warrant tar-Restawraturi* should be done in writing as soon as the need for such a default becomes necessary and should not be left to the end of year statement.

The *Bord* will assess each notification of default on its own merits and identify what measures should be taken by the warrant holder to compensate for the uncompleted hours of CPD.

Bord tal-Warrant tar-Restawraturi

15 June 2021

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