RDR qualification gap fill:

Guidance on self-recording 'your own' gap fill activity

This document provides useful guidance on how best to log 'your own' gap fill development activity against your online record.

'Your own' activity can range from things like gap fill events delivered by an employer or another professional body through to relevant CII/PFS development activity not originally created for gap fill.

Providing the appropriate information is essential and will ensure that when it comes to verification of your gap fill record, we have all the information we need.

CII

Best practice guidelines

When using the tool's self-recording function to log your own activity which you feel satisfies gaps, the following guidance should be followed:

- Give the activity an **appropriate title**.
- Provide a meaningful description that summarises **what the activity involved** and **how it satisfied the learning point(s).**
- Ensure you **fully evidence the activity**, e.g. upload all relevant supporting documentary evidence that you have to the tool, e.g. course attendance certificate or course programme (please be careful to ensure the document you intend to attach is submitted).

Tip: You can find out how to use the online gap fill tool's self-recording function by visiting: **www.cii.co.uk/gap-fill -walkthrough**

Good and bad examples

The following illustrative examples, based on the same gap fill activity, show how this should and should not be recorded in the gap fill tool.

Good example

Name of activity: [Example employer] in-house gap fill seminar

Describe what the activity involved and how it satisfied the learning point(s): This two hour session provided tutor-delivered learning that covered learning points 13 and 14 under the subject of 'financial services, regulation and ethics'.

During the session the topic of 'applying the regulatory advice framework in practice for the consumer' was covered extensively. The trainer used scenario based examples to bring the learning to life, which I found particularly useful.

Having also used the CII's 'reflective question' found within their in-tool PDF learning material, I now feel confident I have the required technical knowledge in this area.

Continued overleaf…

Bad example

Name of activity: Gap fill seminar

Describe what the activity involved and how it satisfied the learning point(s): The session, delivered by employer, covered a number of learning points.

How this example could be improved:

The bad example lacks the necessary detail. Specifically:

- The title is far too generic and does not mention who developed the activity.

- The description does not detail exactly what the activity involved, e.g. the duration, what subject matter was covered and how. Also, no reference was made to how this satisfied the learning need.