

Activity	Description	Hours
<b>1. Training</b>	Participating in, writing or delivery of formal training; IMA, Wiseradviser, Citizens Advice, Specialist Support, Shelter (or similar accredited) training courses	
	<ul style="list-style-type: none"> <li>• Full day</li> </ul>	4.5
	<ul style="list-style-type: none"> <li>• Half day</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Less than half day</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Distance learning or E-learning Module</li> </ul>	2
	Participating in, writing or delivery of informal training	2
<b>2. Meetings / Discussion forums</b>		
	Conference, per day	4.5
	On-line forums	1
	Attendance of specialist meetings or committees such as Money Advice Groups, MALG, Discussion Forums, Consultations etc	2
<b>3. Qualifications</b>		
	IMA Accreditation Qualification, examination and study (if passed)	First year requirement up to end October
	Professional qualifications; Degree, Certificate, Diploma (examination must be taken to claim time for study and exam)	Actual time spent in study and examination may be claimed
	Work towards the achievement of an NVQ in related area	Actual time spent building a portfolio of evidence and / or attending lectures, workshops etc may be claimed.
<b>4. Research / Reading / Writing</b>		
	Journals; Quarterly Account, Arian, Adviser (reading)	1
	Research or social policy activity including production of written document	2
	Writing articles for journals etc	2