

Continual Professional Development Record

# **Recording your CPD step-by-step**

Maintaining a CPD record is a **mandatory requirement for all IEMA professional membership grades.** From Graduate to Fellow, all members have to declare they have taken part in relevant CPD activities each year in order to retain their membership. So, if your membership has a professional suffix, be sure to **set your development goals** and **begin logging your CPD activities** right away. See below for a reminder on our CPD requirements:

**CPD Requirements:**

* **Set 2-4 personal development goals for the year ahead to meet your learning and development needs (these can be career goals or personal milestones).**
* **Aim to log at least 30 hours of related CPD each year that keeps your knowledge current and your development on track.**
* **Describe the value received from participating in the listed activities (e.g., How have you put your learning into practice? What do you now know as a result of this activity? Has it moved you closer to achieving your goals?)**
* **Provide an overall Reflection on the progress made towards your goals (e.g., Did you achieve them? What worked well? What did not? What may you do differently next year?)**

## **Step 1: Identify your goals**

The first and most crucial step in your annual CPD cycle is recognising what you want to achieve in the short and long term. Setting ambitious yet realistic targets for building knowledge, skills and your network, will guide what activities you get involved with. Ask yourself what areas of the Skills Map you need to strengthen. What areas of your role prove tricky, but you know you need to overcome? How will you build your professional profile in the next 12 months? These questions will help you build your plan of action. Take some time to really think about what you want to achieve and log that using this form.

## **Steps 2 and 3: Record your CPD activities**

Logging your learning gives you an opportunity to reflect on what you have gained, learned, and achieved by doing your CPD activities. It also gives you the chance to think about how you can practically apply your new knowledge, and even stimulates what learning you’ll do next. Remember professional development activities are not restricted to formal classroom training courses. You can do CPD at any time through day-to-day activities like reading, coaching and mentoring, experiential learning, networking, dialling into webinars, attending conferences and getting involved in research. Use the IEMA CPD Form to record each CPD activity you do. The form’s fields will prompt you to log the right details and help you reflect and evaluate on how each activity benefits your career.

## **Step 3 (Continued): Record your work activity (Specialist Registers only)**

Your status on one of IEMA’s Specialist Registers – Environmental Auditing, Environmental Impact Assessment and Energy Savings Opportunity Scheme (ESOS) – depends on you demonstrating that you're continuing to be active in relation to your specialisation. Use this section to list the relevant work you have been doing as it relates to your Specialist Register membership.

## **Step 4: Reflect and declare**

Reflection is as much a part of the learning process as doing the activity itself. It helps you think about what you’ve learned, and what you’ll do differently in future. Take some time to consider the progress you’ve made towards your overall goals. What did the activities you got involved in contribute to your career? Did those activities help you to achieve your goals? Would you choose a different profile of activities for your next year of CPD to ensure you stay on track and continue to see results?

**Once you have completed your form, send it in to us at** **info@iema.net****.**

## **About you**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Email Address** |  |
| **Membership Number** |  | **Membership Grade (including Specialist Register if applicable)** |  |
| **Job Title** |  | **Primary Work Area** |  |
| **Location (if in the UK)** |  | **Location (if outside the UK)** |  |

## **Step 1: Identify your goals**

What are your goals? What skills and knowledge do you need to develop in order to help you achieve them? You should try to set yourself both short and longer-term goals.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning and Development Goals:** *These can include career goals, membership goals or could include a specific personal or workplace milestone on you or your employer’s journey to sustainability* | **Type of Goal** | **For membership Goals only, which grade do you want to achieve?** | **When do you want to achieve it?** | **Primary topic your goal relates to** | **How will you achieve your goal?** *Remember development activities are not restricted to formal training courses, and may occur through day-to-day activities, including coaching and mentoring, experiential learning, networking, webinars, conferences, research, and reading.* |
| 1 |  | Choose an item. | Choose an item. |  | Choose an item. |  |
| 2 |  | Choose an item. | Choose an item. |  | Choose an item. |  |
| 3 |  | Choose an item. | Choose an item. |  | Choose an item. |  |

## **Steps 2 and 3: Record your CPD activities and evaluate your results**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date**  | Type of Activity  | **Description of Activity***Developing Yourself/Developing Others/Work Activities* | **Main Competency the activity relates to** | **Level of work the activity relates to** | **Lessons Learnt** *What have your learned from undertaking this activity?* | **Benefits Gained***What will you do differently? How has the activity benefitted your work practices?* | **Number of hours per activity** |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| Click or tap to enter a date. | Choose an item. |  | Choose an item. | Choose an item. |  |  |  |
| **Total number of hours:** |  |

## **Step 4: Reflection and Declaration**

Identify your principal learning lessons.

Reflect on the activities you have described in this submission to identify:

* The progress you have made towards your goals
* The nature of activities that you get most learning and development value from
* What you will do differently next year to continue to progress towards your objectives

|  |
| --- |
|  |

## **Declaration**

The information I have provided is a true and accurate record of my Continuing Professional Development (CPD)

|  |  |
| --- | --- |
| **Name:** | **Date:** |

***By submitting this information, you agree with the points laid out in*** [***IEMA’s Privacy Policy***](https://www.iema.net/legal/privacy-policy) ***regarding the collection of personal data***

## **Step 3 (Continued): Record work activity for Specialist Registers only**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date(s) work was undertaken** | **Number of days onsite**(E.g., 1,3, 5, etc.) | **Number of days offsite**(E.g., 1,3,5, etc.) | **Role in Project/Audit*** **L** = Lead Auditor, Sole Auditor
* **A** = Auditor; under supervision of Lead Auditor
* **TP** = Training Provider
* **PM** = Project Manager
* **O** = Other
 | **Supervised**(Yes / No) | **Number in team**(E.g. 1,2,5,10, etc.) | **Description of:*** CPD activity
* Audit conducted
* Training received
* Training provided
 | ***For ESOS Lead Assessor use - Description of ESOS competency:******1.*** *Understanding operational context of the organisation being assessed.****2.*** *Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods.****3.*** *Scoping an energy efficiency assessment, as applicable to the organisation being assessed.****4.*** *Understanding, in detail, energy use and energy systems applicable to the organisation being assessed.****5.*** *Managing energy efficiency assessment team budgets.****6.*** *Understanding the techniques of measuring, sampling, sub-metering and establishing an energy balance.****7.*** *Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data.****8.*** *Identification, quantification, ranking and prioritising of opportunities for improvement.****9.*** *Managing working relationships.****10.*** *Preparation and presentation of a technical and non-technical report for energy efficiency assessment.* | **Verification of third party:*** Company Name
* Website
* Industry / Sector
 |
| Example:20 - 21 June 2017 | 2 | 1 | L  | No | 2 | Conducted a full Initial Environmental Review of a garage. | *1, 2, 3, 4, 8, 9, 10., etc.* | Name of company, company website, industry sector. |
|  |  |  | Choose an item. | Choose an item. |  |  |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |  |  |
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