



Research Project

Regulating Competencies: **Is CPD Working?**

The Institute of  
Continuing Professional Development

**K**INGSTON  
UNIVERSITY



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## Foreword

The Institute of Continuing Professional Development is a wholly owned subsidiary of The Continuing Professional Development Foundation, a not-for-profit provider of CPD since 1981 with a charitable remit to further the continuing education of the public.

### The Institute's aims and objectives include:

- Reinforcing standards relating to CPD
- Seeking to encourage all professions to examine their minimum CPD requirements and the effectiveness of their monitoring processes
- Encouraging individual professionals to take seriously their responsibility in keeping up to date.

The research division serves the aims and objectives of the Institute by commissioning and publishing research into all areas of national and international professional practices and trends. The principal aim of this research project was to examine and critique how CPD is being implemented across the professions today, and how far these practices meet the changing expectations of both the professionals and the public alike. By understanding the environment in which all professional bodies and their members work, and assessing the most common and best practices, the Institute seeks to support the professions in areas of CPD.

Whilst a CPD requirement remains fundamental to most professions, the level of that requirement and the processes of measuring activity and ensuring compliance vary enormously amongst the different bodies. Also, a key finding of the research is that the activities of many professional bodies are constrained by resource issues and an inherent requirement to nurture members rather than alienate them through threatening punishment for CPD non-compliance. This research serves to further our understanding of the challenges today's professions face in reconciling these issues with the implementation of a transparent and accountable CPD programme appropriate to the current expectations of the business community and public alike. These challenges differ across the professions and many are implementing substantial changes in their CPD requirements and monitoring systems in an attempt to address them.

The Institute believes that the professions need to consider adapting their current strategies and the way they motivate their members. Only then will the professions persuade their members to voluntarily embrace structured post-qualification learning as a core responsibility of being a professional and for the ultimate protection of the public.



**Jonathan Harris**

## Executive Summary

Continuing Professional Development (CPD) is a requirement within all professional bodies and is a fundamental part of the system that underpins and ensures the reliability of the services that professionals offer to the public. As Carsberg<sup>1</sup> points out in the 2005 review of the Royal Institution of Chartered Surveyors, the professions have a public service duty, normally set out explicitly in the constitution of the organisation. An effective CPD strategy supports this duty by ensuring anyone claiming membership can be relied upon to have kept their knowledge and skills up-to-date.

The great number and variety of professions operating today has led to a proliferation in CPD policies, practices, activities and strategies for implementation. This research was commissioned by The Institute of Continuing Professional Development to review CPD policies and implementation processes across a range of different types of profession with the aim of better understanding how CPD is being implemented within the modern profession and the challenges it is presenting.

The major themes to emerge from the research are that:

- Professions continually need to be seen to be responding appropriately to the public perception that they oversee the competencies of their members, particularly as a result of greater business transparency and an increasingly litigious environment
- The professions' response has been to place greater emphasis on post-qualification learning and CPD. They continually review and seek to modernise their CPD policies and systems and are imposing greater requirements and obligations to comply on their members in the belief that this will increase competency
- To effectively monitor and ensure compliance presents a major challenge for the professions. Modernisation of CPD requirements has emphasised the enormous variety in professionals' educational needs, and professions are therefore increasingly requiring their members to set their own curriculum. Considerable resources are needed to monitor continually and properly.
- Substantially increasing the monitoring and compliance obligations presents major problems in terms of the professions' relations with members.

Because of the real problems of resources and the reliance ultimately on the co-operation, goodwill and responsibility of individual professionals, this research supports a requirement for a system of incentive that enables both effective monitoring of CPD activity and engages, rather than alienates, members of professional bodies. Encouraging and rewarding voluntary CPD activity, over and above any necessary and existing level of compulsion, is the most effective means of propagating good practice.

1. Carsberg Report on the Regulatory Role of the RICS, April 2005.





In all of the professions interviewed for this research some review of CPD policy, practice and monitoring had taken place within recent years, often leading to a major policy change which institutions are in the process of implementing. This has led to the development of CPD frameworks designed to enable the member to decide what CPD they require and how best to achieve this. Whereas previously CPD was measured in terms of numbers of hours of input, the professions now encourage members to identify their own CPD needs and requirements and reflect on and evaluate their achievements in light of these.

The changes to monitoring systems range from the possibility of requiring periodic recertification by the profession for a member to continue practicing, to a transfer to the member of responsibility for identifying, completing and recording their CPD activity. The common consensus drawn from existing monitoring processes is that the majority of members are carrying out not just sufficient CPD but more than would have been required to comply with rules of membership.

The professions have undoubtedly become increasingly sophisticated in their approach to CPD. The reinterpretation of CPD activity as output rather than input driven and not relying solely on the number of hours completed has enabled the development of CPD programmes tailored to the requirements of the individual. This in turn has extended the member's ownership of and engagement with the process and is generally expected to deliver an improved system for ensuring professionals keep their knowledge and skills up-to-date.

What has yet to be achieved is the modernisation of the monitoring and compliance system to keep pace with these changes. Processes currently in place are expensive to resource, monitor only a relatively small proportion of each profession and do not capitalise on the good practice demonstrated by members who carry out more than the minimum CPD requirement. Monitoring is seen by members as something to avoid rather than actively take part in. The professions' many efforts to simplify reporting procedures and support individuals through the monitoring process do little to change this view.

To be effective a CPD monitoring system needs to have the active co-operation of the membership and significant resources. Achieving this requires the professions to completely rethink their approach to monitoring and the big challenge is to find a method that incentivises the individual member and allows them to reveal their good practice to the public.

The research team are very grateful to everyone that contributed to this research.

## Introduction

In recent years a requirement for greater transparency in business processes has emerged and the range of business activities carried out by many professionals has expanded. These changes are increasing the importance of CPD as the main system for ensuring professionals keep their skills and knowledge up-to-date. With this in mind, the research has reviewed a cross-section of professions, exploring the range of CPD requirements currently in operation and the systems in place to ensure compliance. A cross-sectional view of the professions was taken as a means of investigating a wide variety of approaches to CPD. The great number of professions that now exists inevitably leads to a variety of approaches and CPD requirements, and this needed to be reflected in the work.

This research therefore addresses CPD policy across a range of professions in order to identify current practice, key issues and problems and the strategies being implemented to resolve them. CPD within 23 professions across 9 different sectors was examined, giving an extensive overview of current initiatives and issues. The work looks in particular at how different professions have modernised their approach to CPD and what is required of the membership, transferring much of the responsibility for identifying CPD needs to the members through the switch to monitoring of output rather than input. New approaches to what constitutes CPD are explored, alongside the different systems used to ensure sufficient quality as well as quantity within the CPD being undertaken. Finally the research explores the variety of CPD monitoring and compliance mechanisms in operation across the professions today looking at their effectiveness and resourcing implications.



## I Methodology

Two elements of data collection formed the foundation of the work; a desk based study followed by a series of face to face or telephone interviews with personnel actively involved in managing CPD within the professions on a day to day basis.

Twenty-three target professions were identified as the focus for the work. The selection was designed to encompass a range of the different business sectors within which professionals now operate with a view to developing a better understanding of the systems in place, changes being made and issues facing today's professional. The research thus draws data from the medical, dental, veterinary, property, legal, accountancy, financial, engineering and HR professions.

In some sectors, for example medical and legal, keeping skills and knowledge up-to-date is vital to the protection of the public the members serve, making compliance with CPD a fundamental issue linked with a professional's continued licence to operate. This is further reinforced within the medical and veterinary professions which are regulated by statute as well as the rules of the professional body. In these sectors CPD requirements, compliance mechanisms and the approach to monitoring are different from sectors where the driver behind engaging in CPD relates more to maintaining professional expertise in order to maintain reputation and reliability. This is not to say the requirement for CPD is less in these sectors, simply that the approach to defining requirements, compliance and monitoring are different.

The desk based study investigated the CPD requirements and compliance systems of the target professions. This revealed a variety of mechanisms to be in operation but some similarities in approach taken within the different business sectors. For example monitoring and compliance systems have similarities across all the professions examined. In the engineering sector the similar issues faced by the different professional bodies has led to the development of a partnership incorporating five different professions where a common CPD system is operated.

On the basis of the desk research a series of questions was developed for further investigation through a semi-structured interview to be carried out with each profession. Twelve such interviews were carried out face to face with one more telephone based and three further followed up through email correspondence. The data gathered was thus rich in terms of detail and the range of business sectors and professions covered. Table I included at Appendix A sets out the key data for each profession studied within the research.

A qualitative analysis of the data was made to establish the major issues facing the different organisation with regards CPD. Each profession's CPD requirements, compliance mechanisms and monitoring mechanisms were explored. This revealed specific issues of concern for different professions in some instances, and their strategies for dealing with these issues were the subject of further study and are discussed. The remainder of this report sets out the findings of this qualitative analysis. It is structured according to the three major issues of interest: CPD requirements, mechanisms for compliance and monitoring.

## 2 CPD Requirements

The two most common questions professionals ask with regards CPD are how much they need to do and what activity they can count towards their CPD requirement. The research showed that the different professions are facing similar issues on determining how much CPD their members should undertake, and are addressing them in a variety of ways. It also showed that the range of different activities that can be counted as CPD is extremely wide. Even where professions are prescriptive in terms of quantity, the range of activities that can be included is extensive.

## 2.1 How much CPD should a professional undertake?

The range of sectors and professions explored within this study inevitably revealed a wide variety of CPD requirements. However, all the different systems fall into two basic categories:

**a. Input driven** - prescriptive systems whereby the professional body sets out a specific requirement. This may be a minimum number of hours, points or credits and will have a specific timeframe attached to it.

**b. Output driven** - self-managed systems where the responsibility for deciding how much CPD is needed and how that is to be fulfilled is the responsibility of the professional and for them to decide based on the needs of their role. This system normally requires the member to complete and maintain a personal development plan to establish CPD objectives and how they might be fulfilled. An element of reflection is usually also required to clarify the extent to which any CPD undertaken has benefited the member, i.e. what outputs have been achieved.

Many of the professions use a combination of both systems, placing different emphasis on the two elements. In some instances, for example the CIOB, a recommended number of hours is given but the emphasis remains very much on the requirements of the professional. The underlying philosophy being the individual member is in the best position to understand what CPD he or she needs in order to operate effectively in the workplace.

In others, for example the Royal College of Psychiatrists, whilst personal development places are required, the emphasis remains on a requirement to complete 50 hours of CPD plus 100 hours of self directed study over the course of a year. The other medical professions studied remain similarly prescriptive in their CPD requirements with separate requirements for clinical and non-clinical CPD and clear advice as to what type of activity falls into each area (see section 3.2).

Some professions change the CPD requirement as a member's career progresses. For example the General Council of the Bar requires a minimum 45 hours CPD in the first three years of practice, including at least 9 hours of Advocacy Training and 3 hours of Ethics. After the first three years, this requirement changes to 12 hours of CPD each year, 4 of which must have been accredited by the Bar Council. The Institute of Business Advisors has a similar system reducing the required number of hours as a member's status rises from Associate through Member to Fellow.

One of the difficulties in relying on an input based system lies in determining the effectiveness of the hours completed. The RIBA has addressed this by developing a scoring system for CPD:

1 = the member didn't get much out of it

4 = the activity will help change the way you work.

Members are required to undertake a minimum of 35 hours of CPD activity each year but must also achieve a minimum of 100 points. The points are achieved by multiplying the number of hours of each activity by the number of points the member awarded it. CPD points may be doubled for CPD delivered by any RIBA CPD Providers Network member or CPD from RIBA's regions, providing an incentive to undertake CPD that RIBA has endorsed in some way.

This system is ingenious but quite complex and still requires an element of assessment and reflection from the member. Fourteen of the 24 professions included within this study require their members to complete personal development plans as part of their CPD. This wide spread use of personal development plans suggests an acceptance that the individual member is in the best position to understand their CPD needs and how they might be fulfilled.



## 2.2 What counts as CPD activity?

The different professions' approach in terms of what they consider to be CPD varies in the same way as their requirements do. What is clear from the research is that the range and variety of activity that can be considered CPD is extensive. In interviews, many of the professions acknowledged that members had a limited understanding of what counted as CPD. For most professions studied here, however, activities often carried out as part of a normal work role can be considered as part of a members CPD. Consequently in the vast majority of cases, members are carrying out CPD in excess of any stipulated amount; it is simply not being recorded.

As might be expected, the professions with a more prescriptive approach to CPD in terms of hours and credits, are similarly prescriptive in terms of what is accepted as CPD. The medical professions in particular categorise CPD into clinical and non-clinical and in some instances, internal and external, referring to the hospital where a professional might be based. The Royal College of Radiologists divide CPD into Category 1 and Category 2 activities:

**Category 1 CPD:** attendance at radiological/ oncological or management courses with prior CPD approval from the RCR, the RCP, or the European Union of Medical Specialities. An attendance certificate from the course organiser, giving the title, date and location of the course, the name of the participant and the number of CPD credits, must be retained.

**Category 2 CPD:** Formal local hospital educational activities, for example, grand rounds and regularly organised small group teaching activities such as club journals, clinical audit meetings, etc. Such activities must be individually recorded in the RCR CPD diary.

It is further stipulated that 50% of the total CPD credits, including at least 63 Category 1 credits, must be for clinical education. Similarly the Royal College of Physicians requires a minimum of 25 out of 50 credits gained annually to be external and the 50 credits to comprise clinical and non-clinical activity.

This clearly defined and carefully structured approach to CPD reflect its importance to the effective operation of the profession. However, this approach also inevitably requires a commensurate level of commitment from the professional. For many medical practitioners, time allocated for reading and study is therefore recognised as a formal part of the work role. This approach could be seen as helpful in that it formally recognises the importance of CPD to a professional's ability to function to the best of their ability.

This very structured system of CPD is not representative of the majority of professions studied here and just as the responsibility for identifying an appropriate CPD requirement is increasingly passing to the member, in many instances so is the decision as to what form that CPD activity should take. Those professions making the most extensive use of personal development plans encourage members to identify appropriate activity. They do, however, give guidance as to what type of activity can count as CPD. These lists vary from short and very general, such as the RICS list:

- **Professional work-based activities**
- **Self-directed and informal learning**
- **Personal activities outside work**
- **Courses, seminars and conferences**

...to the long, detailed and specific; the Institution for Civil Engineers list 25 different types of activity. The interviews revealed that members are often surprised by the range of activities that can contribute to their CPD. Having a wide range of acceptable activities also automatically increases the likelihood that the majority of members are completing more than any minimum set requirement. It therefore becomes more important that the member develops a cohesive plan and has the opportunity to reflect on the requirements of his or her role and how their CPD can actively support them in fulfilling that role.

This shift from an input based approach to CPD to an output based approach has increased the role the employer can play in supporting an individual's CPD activity. Traditionally the major issue for employers related to the provision of in-house training and whether an employee was given time off to attend CPD events. The switch to personal development plans and a more self-governing and reflective approach to CPD has changed the support an employer can give. In developing a CPD plan a professional can now usually utilise their employers staff appraisal scheme and in some instances company training schemes can be accredited by a profession, enabling CPD requirements to be complied with along-side employer-based training needs. Furthermore, the recognition that CPD should relate to a professional's current work enables a much closer connection to be made between the needs of the employer and the professional's CPD obligations.

These are positive changes and are reflected in some of the more innovative policies being implemented by the Professions to support their members. The shift to a self-managed, less prescriptive system places an increased responsibility on the member for which some support is inevitably required. In particular a reference point is required if members are to be confident that their personal development plans are appropriate. This has led to the development of systems for sharing personal developments, enabling professionals to review each others plans and share their understanding of what is required. In combination with support from the Professional body such as access to information on available resources and events, what is effectively a system of peer review could be extremely effective in ensuring standards are maintained.

The Royal College of Psychiatrists have gone one stage further in recognising the value of peer review and formalised this type of activity as part of their new CPD system. The purpose of the peer group in this instance is to review each member's Personal Development Plan, ensure its appropriateness and identify practical ways in which the agreed objectives can be met. The peer group meets regularly (at least twice a year) and individual PDPs are reviewed and amended iteratively. In a similar vein, although less formally, CIPFA has introduced an extensive web-based CPD management system that enables

members to share their PDP's with other people. This is not limited to other members of the profession, making it accessible to colleagues, line-managers and academic tutors for example, who may be able to offer guidance and support.

Whilst this flexibility in terms of approach to CPD is indicative of professions responding to the requirements of modern business and modern professionals, it also raises issues in terms of compliance and monitoring. The inputs based approach in required less pre-planning and organisation on the part of the member, and was relatively straightforward to assess – either the hours were completed or they were not. Whilst this more modern, flexible approach should deliver better outcome for both member and profession, it also requires more effort from the individual and is more complex to monitor. The issue of compliance systems is therefore considered next.



### 3 Monitoring

Monitoring and compliance are the most difficult aspects of implementing CPD policy and investigation of these two related areas revealed some common problems and solutions facing all the research participants. In particular the professions face difficulty in:

- a. overcoming members' negative response to monitoring;
- b. implementing a system that is effective in ensuring compliance across the majority of the membership;
- c. finding sufficient resources to implement an effective monitoring process, particularly in light of member negativity to monitoring; and,
- d. dealing with the increased complexity of monitoring the more varied and self-managed CPD being undertaken by modern professionals.

Any profession relies on attracting and retaining members to establish its business case and generate income. The status and reputation that attach to a profession are important business incentives for membership. It is thus normally accepted policy across the different professions that these be properly protected by an enforceable code of conduct relating to the ethical practices of members and the protection of the public through the holding of indemnity insurance, for example. CPD, however, is often seen as less important than these major issues and not so clearly related to the status and reputation of a profession. The interviews revealed members across a range of different professions to respond in a similarly negative way when their records are called in, even though in the majority of cases they were confirmed to be complying fully with their profession's requirements.

This negativity was reported as being generated by unwillingness to accept the importance and relevance of CPD to the daily activities of the professional. The different professions reported that some members, a small minority it has to be said, considered a structured CPD programme and monitoring policy to be only of interest or benefit to the professional body itself, and not to be particularly

relevant or necessary for the membership. Members had also questioned both the quality of CPD and the cost. It has been argued that small firms find it particularly onerous to support their employees in completing CPD and in extreme cases members have been known to resign over the introduction of more stringent CPD policies and monitoring. As the CIOB pointed out members simply do not like being monitored, even though the vast majority are completing in excess of the minimum required amount of CPD.

The interviews also revealed a perception that the more long standing members find monitoring most upsetting. Some of the professions have responded to this by phasing in new monitoring and compliance systems with new members being asked to comply first. The Law Society and CIPFA have both adopted this approach. Interviews with two other professions in different business sectors both recognised they would face problems when monitoring included the long-standing members and both were anticipating member resignations in response, albeit in small numbers. Both were committed to providing as much support as possible as a means of avoiding any resignations, but nonetheless the expectation remains that there will be some, if only a handful.

Whilst these problems are significant and the views of the membership important to each professional body, monitoring is essential if a CPD policy is to be effective in ensuring compliance. As would be expected, all the professions included within this review have a monitoring system in place. However, these systems vary from those linked directly to the continuation of a member's licence to practice, to a voluntary questionnaire system entirely reliant on the member's decision to participate and generating very limited numbers of responses.

The current systems are normally based on one or more of the following:

- a. annual auditing of a random sample of the membership;
- b. auditing a larger proportion of high risk categories of member annually, but still on a random selection basis;
- c. submission of an annual declaration or record of compliance by each member;
- d. issuing of a certificate of compliance to the member.

The majority of professions rely solely on a system of annual random sampling, calling in the CPD records of a proportion of the membership each year for scrutiny. Whilst this is a common-sense approach, it is accepted by most of the professions interviewed that it is flawed. It simply fails to capture sufficient numbers of members to be a truly effective monitoring process; the laws of probability dictate that some members will simply never be audited under this system.

One approach to improving the random sampling system has been to target particular groups. CIPFA for example target members working in particularly high risk categories, i.e. in particularly senior and/or responsible accounting positions. The RCVS utilises members application for specialist status or for approval under the practice standards scheme as opportunities to scrutinise CPD records fully, and inspects records of teaching staff in the veterinary colleges and schools when carrying out inspections. These additional policies add to the robustness of the monitoring systems, but the remain limited.

Some professions, notably within this sample the dentists, legal and medical professions require their members to declare each year that they have complied with their CPD obligations. This is a distinctive step further than simply maintaining a record that might be called for auditing and sets these professions apart from the majority. It makes the monitoring system more robust simply by requiring a relatively straightforward action from each member,

in some instances it is a legal obligation. It would be more robust still if these declarations were all routinely audited, but this is not the case in all instances. Whilst a sample will again be monitored, resources dictate that it is not possible for the professional bodies to monitor all CPD declarations.

At the more draconian end of the spectrum the medical and veterinary professions are considering the possibility of introducing periodic recertification. This would effectively base the continuation of a professional's licence to operate in part on compliance with CPD requirements. However, this is for the future and whilst it may resolve uncertainties within the monitoring process and will change the position of members with regard to compliance, it will not resolve the resourcing issue which currently effectively limits CPD monitoring.

The monitoring processes are inevitably highly resource intensive. The professions reviewed here may have in excess of 100,000 members, making monitoring even based on a system of sampling labour intensive and expensive. Given the negativity with which monitoring is often viewed by the membership, gaining approval for increasing expenditure on monitoring processes and procedures can be difficult. Furthermore, whilst the increased flexibility introduced to CPD requirements in recent years has modernised the process, making it more relevant and responsive to members needs, this in turn makes the system more difficult to monitor. The traditional system of a requisite number of hours supported by certificates issued by the provider was much easier to monitor than a series of personal development plans with objectives achieved through a range of different types of activity.

Resolving this resourcing problem is difficult but professions are adopting a range of different strategies. Some are utilising employer-based training systems as a means of supporting CPD monitoring. This mirrors the increased reliance on self-managed personal-development-programmes and utilises more modern approaches to staff development and training common to many employers. In some instances employer based training programmes are accredited by professions. This enables members to use their employment based training to comply with CPD requirements, increasing the incentive to undertake

employer based training and reducing the resourcing implications for the professional body. This is clearly an effective system for all three parties.

Modern IT systems are also proving an effective means of reducing the administrative burden effective monitoring places on professions. Of the professions interviewed here, both CIPFA and the Royal College of Radiographers are introducing systems for completing and returning CPD records online. Whilst many professions now offer members the ability to download and complete a personal development plan these new online CPD platforms are more extensive. Linked to the CPD requirements of the professional body in question, they enable the member to identify areas where CPD is required and will suggest appropriate activities, lectures, conferences and even provide information. Opportunities are provided for reflection on the activities undertaken, planning of future CPD needs, linking to employer based training systems and sharing of records for feedback and discussion. The system effectively supports the members in compiling a detailed record that can be submitted on-line for easy monitoring and feedback. This strategy of making CPD compliance as simple as possible whilst maintaining effectiveness characterises the more innovative approaches taken by the professions to resolving their difficulties in this area.

Monitoring is clearly problematic for the professions, but it should be reiterated that the systems currently in place suggest that the vast majority of members are more than complying with the CPD requirements of their profession. Ensuring members are sufficiently aware of current policies and requirements to realise this, is almost as resource intensive as monitoring. However, there are inevitably instances where random sampling reveals a shortfall in CPD activity. This in turn leads to a requirement for the professional body to ensure compliance; failure to do so fatally undermines the whole CPD policy and strategy. The final stage of the report looks specifically at the compliance issues currently facing the professions.



## 4 Compliance Systems

To be carried through with effect modern CPD policies must be underpinned by a system that ensures members are complying with requirements. The research identified similarities of approach to compliance across the different organisations and sectors examined with x out of the 22 institutions examined here using the same or similar mechanisms. This common approach is to give the members support in the form of information on what they need to achieve to meet their CPD obligations, the most appropriate events and materials that will help them achieve this and time in which to comply. This fits with the member support role of the professional body and an acceptance of obligations on the part of the member. In the vast majority of cases where annual random sampling of the membership reveals someone with insufficient CPD recorded, this system of support from the profession is found to be effective.

The difference between professions and sectors lies within their approach to enforcement where a member either does not supply a CPD record or is found to have a shortfall in CPD and fails to address it. The ultimate sanction open to each profession is to withdraw professional status through the disciplinary system. However, this is problematic for the profession as it reduces revenue and may not bar a person from practicing – working in town and country planning is not dependent upon being a member of the RTPI. So this sanction can be limited in effect and will always be one of last resort.

As might be expected, each profession's approach to compliance tends to vary according to the extent of their power over the membership. The legal professions take a relatively strict view with regards non-compliance with CPD obligations. The system is linked with the issue of practice certificates, providing a relatively easy mechanism for withdrawing a professional's licence to operate if the monitoring system identifies non-performance of CPD obligations and this is not rectified. Similarly the medical professions are strict about compliance with CPD obligations and, as referred to earlier, the Health Professions Council is currently considering linking CPD to bi-annual re-registration. However, it should be noted, this is linked to working conditions which allow a proportion of time to be allocated to self managed training

and development. Where different levels of membership are available, depending upon expertise and seniority, for example within the Institute for Business Advisors, members' status can be reduced for continued failure to comply with CPD requirements.

At the other end of the spectrum for professions where membership is not a practice requirement and/or where CPD is seen as voluntary, compliance is simply not an issue because it can not be enforced. The Royal Aeronautical Society for example operate a voluntary questionnaire system for monitoring CPD, consequently no sanction exists to be taken against a member for non-compliance.

Certificates of compliance are issued by some professions but these tend to be based on a members own annual return rather than an audited return and consequently are of no greater value than the requirement to make an annual declaration. In one instance it was discovered that annual certificates of compliance have been issued even where a member has been found not to comply, substantially undermining the value of the system altogether.

## 5 Conclusions

The research demonstrates that whilst CPD remains a difficult issue for the professions, the modernisation of CPD policy has produced, across the sample reviewed here, more flexible, relevant CPD for the members but a more resource intensive process for the professions themselves. Whilst this more flexible approach is essential to the modernisation of the professions, greater transparency and accountability are also important for any 21st century business and the professions will need to innovate to be able to fully resource this. Some have already identified this as an issue and are making great strides in using technology to support their strategies.

The objective of the work was to review a range of professions in order to identify the key issues they face in determining, monitoring and enforcing CPD across the membership. This revealed three key issues that apply across the professions examined and it is on these that the conclusions focus. These issues are:

- The introduction of PDP's and other modern, outcomes or outputs based CPD systems now in place across most professions;
- The challenges inherent in monitoring CPD across the membership; and,
- The difficulties experienced in implementing an effective system of compliance within a membership based organisation

Quality and reliability are important issues for any profession. There is a strong desire within all the professions studied here, to ensure standards are sufficiently high and maintained in order to provide an appropriate level of service to the public. The evolution of CPD from the relatively simple system of requiring a minimum number of hours attending CPD events, to the more complex system of personal development plans reflects this.

PDP's are designed to be responsive to individual work requirements and ensure professionals engage in CPD that is most effective in supporting them in their professional duties. This has the combined effect of making CPD directly relevant to the individual and engaging them more fully with the CPD process. Adopting this approach has enabled responsibility for deciding what is sufficient CPD, to be transferred in some instances from the profession to the professional. It can be argued that this will also increase the amount of CPD being undertaken by professionals, as its relevance is ensured.

However, this switch to a more responsive, outputs based system raises new challenges for the professions in monitoring and compliance. It is no longer possible to call in and review a set of certificates detailing the number of hours CPD a member has completed. The monitoring of the achievement of self-designed personal development plans that are by definition peculiar to the individual's current work circumstances and requirements is resource intensive and complex. Those professions where CPD is particularly critical retain some level of inputs monitoring to ease the burden of ensuring CPD requirements are being complied with. This reluctance to transfer completely away from inputs reflects in part the inherent difficulty attached to monitoring and ensuring compliance within a fully outputs based system. PDP's clearly represent a more modern and constructive approach to CPD, but they generate a new set of challenges.

One way of resolving this may be through period re-testing of professionals. Where the maintenance of up-to-date skills in a changing work environment is particularly crucial, the possibility of retesting is being actively considered. Whilst this may be appropriate in certain cases, for example the medical professions, it is not in others. To design a reassessment process that captures the range and variety of activities that constitute the work of a structural engineer or chartered surveyor, for example, would be more resource intensive even than the initial competency testing programmes currently in place. It could be expected to be equally onerous and unwelcome to the professional.

Monitoring of CPD remains difficult for all the professions reviewed here. The common approach remains the calling in of records and PDP plans from a random sample of members each year. Resourcing constraints mean not all members can be monitored on an annual basis. This in itself makes monitoring controversial; not everyone is monitored, so those who are randomly selected often feel aggrieved. Those who have not been selected for monitoring consider themselves fortunate.

The whole monitoring process is clearly for the wider good of the profession, but it is difficult for the individual to identify anything positive in having been selected. There is no clear direct benefit for any member to take part in monitoring, rather there is the added burden of providing proof of an activity undertaken. This casts the whole system as a negative or punitive activity to be avoided, making the professional bodies' role in carrying out the monitoring and compliance procedures one of policing rather than rewarding the membership.

The general view drawn from the records monitored is that the vast majority of members are undertaking far more CPD than the stated minimum. Yet there is no system in place to enable this to be revealed. Current practice across the professions fails to fully

reflect the true level of professionalism amongst the membership by not differentiating between those who are doing more CPD than required and those doing the bare minimum. Both the individual and the profession would benefit from revealing the extent of CPD being undertaken and how active the members are in this regard. However, for the profession as a whole to benefit would require the monitoring of at least the majority of members records on an annual basis which could only be done with extra resources and positive engagement of the membership. Neither are immediately available within the professions reviewed here under the current system.

Similar difficulties are faced in ensuring compliance with CPD. Whilst monitoring of CPD records is difficult, it is of no value without an effective compliance mechanism to support it. The professions reviewed here take a supportive approach to compliance, based on identifying requirements and supplying information and advice to the professional to enable them to fulfil their obligations. Considerable innovation is shown in new strategies being implemented to ensure compliance: tackling newer sections of the membership first; combining the monitoring systems with a solid infrastructure of support, investing in information technology based solutions to encourage and facilitate the engagement of the membership





within CPD programmes, are all common examples of strategies being implemented by the professions reviewed here. However, all these systems are resource intensive and they do not fully resolve the problem.

Whilst these innovations are extremely positive and have been shown to be effective, the greatest difficulty and test of the relationship between professional and profession comes where a member refuses to comply. The ultimate sanction of removal of membership status directly affects the professions income stream, so has an inbuilt disincentive. Nonetheless, the protection of the reputation of the profession is normally considered sufficiently important to require this to be the final sanction. It is important to add, however, that this is extremely rarely applied.

This understandable reluctance to apply the ultimate sanction is indicative of a monitoring and compliance system that is working against the best interests of the professions it was designed to support. This in itself suggests a different approach might be more effective.

There is clearly a need for the professions to review the monitoring and compliance systems in the same

way they have reviewed their policies on what they consider to be appropriate CPD and how it should be undertaken. A system that works in the best interests of the professions, rewarding members for carrying out CPD and revealing the extensive extra training and development the members undertake to underpin the quality and reliability of their professional services would produce a monitoring system that members were keen to take part in.

The development of a culture in which the membership wanted to have their CPD activity checked might make monitoring a less negative and onerous activity. However, it would also produce a greater volume of CPD records to check, requiring an innovative resourcing solution. Finding sufficient resources to provide a service the members are demanding is likely to be less onerous than continuing to find resources to support a monitoring and compliance system that ultimately works against the best interests of the profession. It is this element of CPD strategy that is most urgently in need of review by the professions if they are to create a transparent, effective CPD system that is easy to monitor, has few compliance issues, encourages good practice and is generally viewed by the membership as adding value.



## Appendix A: Profession/CPD Matrix

Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Accountancy</b>						
<b>Chartered Institute of Public Finance and Accountancy</b>	<b>Mandatory</b>	Undertake the CIPFA Professional Development Cycle	Condition of membership	Random sample monitored annually, high risk categories targeted for more frequent monitoring	Review of members records, support in completing sufficient CPD to comply. Ultimately recourse through disciplinary action.	On-line platform being developed to provide information, support and reporting system.
<b>Chartered Institute of Management Accountants (CIMA)</b>	<b>Mandatory</b>	Undertake the CIMA Professional Development Cycle.	CPD a condition of membership but not necessary for members to provide a formal annual declaration.	All members will be subject to monitoring; a valid statistical sample will be selected, criteria for selection including an element of risk profiling and level of responsibility.	Members will be subject to investigation and, ultimately, disciplinary action. CIMA is only likely to take disciplinary action when a member exhibits a pattern of wilful non-compliance.	Members failing to comply with the requirements may be given an additional timeframe to comply and will, where requested, be given help by CIMA.
<b>Institute of Chartered Accountants in England &amp; Wales (ICAEW)</b>	<b>Obligatory</b>	Expects members to apply their own professional judgement in identifying CPD requirements.	Undertake CPD on an ongoing basis and declare compliance annually to the Institute.	If selected as part of a sample, members will be asked to send in their CPD evidence for review. There is a focus on members who have greatest responsibility to the public.	Members who intentionally avoid their CPD obligations will make themselves liable to disciplinary proceedings.	Support for its members is available online, via e-mail and through the helpline.
<b>Dentistry</b>						
<b>General Dental Council (GDC)</b>	<b>Mandatory</b>	250 hours of CPD over a five-year period as a condition of retention on the Dentists Register.	Dentists must submit an annual statement of the CPD hours they have completed.	The GDC will monitor compliance with the requirements by a random sampling of dentists' CPD records.	Failure to comply may lead to erasure from the Dentists Register.	Members may apply for a 6 month period of grace, to carry out the CPD needed to comply or appeal to an independent review panel.

## Appendix A: Profession/CPD Matrix

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Engineering</b>						
<b>Institution of Civil Engineers (ICE)</b>	<b>Obligatory</b>	Minimum of 5 days CPD. CPD is widely drawn and not prescriptive so as to remain flexible enough to be relevant to all members at all stages of their careers.	It is recommended that every member maintains a Development Action Plan and personal Development Record. It is for the individual members to choose the approach to their CPD.	Members who are registered with the ICE for specialist work such as Arbitration have a compulsory CPD requirement. It is recommended that members assess their CPD in a continuous cycle.	Members have a professional duty to develop the skills and knowledge base of themselves and of other members of the profession.	None
<b>Institution of Electrical Engineers (IEE)</b>	<b>Obligatory</b>	All engineers should seek to maintain their personal and professional competence through undertaking structured professional development	Individuals should be in a position to provide development plans and documented evidence of their professional development if required.	None	IEE expects its members to be able to demonstrate, if requested, their commitment to CPD. Written evidence will be required at Professional Review for chartered engineer.	IEE has a range of services and guidance documents to assist with professional development.
<b>Institution of Incorporated Engineers (IIE)</b>	<b>Obligatory</b>	CPD is not prescriptive or specific. Generally members should keep a diary reflecting their career and develop a personal professional development plan.	Members are responsible for ensuring their pdp's are current and may be submitted voluntarily.	Voluntary submission annually. There is a focus on members who work in a safety critical area.	None	None
<b>Institution of Mechanical Engineers (IMechE)</b>	<b>Obligatory</b>	The framework provided by the Professional Development Cycle that explains the process of effectively planning, doing, recording and reviewing your development.	Keeping up to date with advances in the professional arena. Developing a deeper knowledge in your specialist area. Broadening your knowledge over the wider engineering spectrum. Improving general knowledge and management skills eg. management, finance, language.	None	None	

Appendix A: Profession/CPD Matrix

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
Engineering Continued						
<b>Institute of Physics (IOP)</b>	<b>Voluntary</b>	The Institute is currently developing its policies on the accreditation of company training, in conjunction with the Professional Development Partnership.	None	None	None	None
<b>Royal Aeronautical Society (RAeS)</b>	<b>Voluntary</b>	There are no rigid CPD requirements.	There is no annual submission only when applying for an upgrade.	None	None	None

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Chartered Institute of Public &amp; Finance Accountancy (CIPFA)</b>	<b>Mandatory</b>	120 hours of activities over a three-year period with a minimum 20 hours of verifiable activities in any one-year.	On an annual basis, confirm participation by completing a Statement of Declaration.	In addition a number of members will be randomly selected and asked to meet with an Institute representative to share the details of their CPD activities.	It is the standard of professional practice that if someone persistently fails to comply then they will be disciplined.	Members will be encouraged to rectify them in the succeeding period. Where appropriate assistance and follow-up visits will be arranged
<b>Institute of Financial Services (IFS)</b>	<b>Voluntary</b>	Minimum of 50 hours knowledge up-dating per year. At least 7 hours should be claimed within categories 1-3.	Voluntary annual submission.	None	None	None

Appendix A: Profession/CPD Matrix

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
Legal						
<b>General Council of the Bar (GCB)</b>	<b>Mandatory</b>	In the first 3 years of practice, newly qualified practitioners are required to complete 45 hours of CPD, including at least 9 hours of Advocacy Training and 3 hours of Ethics.  After the first 3 years of practice, barristers are required to undertake 12 hours of CPD each year, 4 of which must have been accredited by the Bar Council.	Members required to keep a record of their attendance at CPD courses. CPD records must be sent to the Education, Training and Records Department, by January of the year following the date of commencement, and every year thereafter.  Confirmation that the requirements have been satisfied will then be dispersed.	Annual reporting is required by all of its members. Random samples of these are monitored.	If the numbers of hours have not been completed, then a referral is made to the Professional Conduct and Complaints Committee for breach of the Code of Conduct.	An extension of time may be granted only where mitigating circumstances are obtained.
<b>Law Society</b>	<b>Mandatory</b>	Newly admitted solicitors must complete 1 hour of CPD training for every complete month from their date of admission up to the following 31 October.  All other solicitors must complete a minimum of 16 hours CPD per year.	At least 25% must consist of participation in accredited training courses.  The remaining 75% may be met by participating in accredited courses or other activities.	Annual reporting is required by all of its members.	All solicitors and registered European lawyers are required to undertake CPD.  Persistent non-compliance with CPD may result in delays issuing a certificate and/or disciplinary procedures.	The Society's underlying aim is not to penalise but assist solicitors and bring them into compliance.

## Appendix A: Profession/CPD Matrix

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Medical</b>						
<b>Royal College of Physicians (RCP)</b>	<b>Mandatory</b>	Complete 50 CPD credits, of which 25 credits must be external.	Credits must incorporate clinical and non-clinical activity.	A random audit of CPD records is undertaken each year.	All post-training physicians must maintain a CPD record for revalidation of the General Medical Council (GMC) registration and to remain 'in good standing' with RCP.	
<b>Royal College of Psychiatrists (RCP)</b>	<b>Mandatory</b>	A minimum of 20 hours external and 30 hours internal CPD, supplemented by 100 hours of reading or other self-directed learning.	Maintain a personal development plan and participation in a peer group.	Internally validate a PDP summary sheet through the peer group which is then submitted to the RCP for external validation.	Used as a component of the portfolio of evidence required for GMC revalidation.	
<b>Royal College of Radiologists (RCR)</b>	<b>Mandatory</b>	CPD requirement of 250 credits over a 5 year period. 50% of the total CPD credits, including at least 63 Category 1 credits must be for clinical education. Up to 125 credits in a five year period may be obtained from Category 2 activities.	At the end of an individual's 5 year CPD period, the college will ask for them to submit their CPD credits.	An audit of at least 10% of participants is conducted. This selection is asked to submit documentation, certificates, proof of publication and their CPD diary.	At present there are no measures that the RCR may take against an individual who does not achieve their CPD target.	Inclusion on the specialist register is not dependant upon satisfactory CPD participation.

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Chartered Institute of Building (CIOB)</b>	<b>Obligatory</b>	Compliance does not require a set amount of hours but the CIOB recommends approximately 30 hours per year.	Develop a CPD plan and keep a record of the activities carried out.	Random selection of members CPD records annually.	Disciplinary proceedings. Usually only brought about where there are issues over conduct rather than technical capabilities.	Members who experience difficulties with their CPD records will be provided with support and mentoring throughout the process.
<b>Royal Institute of British Architects (RIBA)</b>	<b>Obligatory</b>	35 Hours of CPD and 00 points of CPD	CPD record sheets and professional development plans to assist.	The RIBA annually monitor a random sample of chartered members CPD.	Members who refuse to comply with the Institutes request to see their CPD record sheets could after a series of warnings be suspended from the RIBA	Members who refuse to comply with the Institutes request to see their CPD record sheets could after a series of warnings be suspended from the RIBA
<b>Royal Institution of Chartered Surveyors (RICS)</b>	<b>Mandatory</b>	60 hours of Lifelong Learning every 3 years and a minimum of 10 hours must be achieved every year.	Register learning objectives in advance to include a brief evaluation of the effectiveness of the learning activity.	The RICS annually monitor a random sample of chartered members CPD.		
<b>Royal Town Planning Institute (RTPI)</b>	<b>Monitored Obligation</b>	At least once a year prepare a professional development plan for the next two years identifying their personal professional development needs. In any 2 year period undertake a minimum of 50 hours CPD activity related to the undertaking or managing of town planning.	Maintain a written record of their CPD activity.	The Institute will confidentially monitor both PDP and CPD records. Monitoring of both plans and records will continue to be on the basis of an annual sample of members selected randomly from the whole membership.	Failure to supply a plan or a record, in the absence of acceptable reasons for not doing so, is likely to constitute a breach of the Code of Conduct and to lead to disciplinary action being taken against the member.	Guidance is given to members who have not complied also they can have their CPD deferred for 6 months.

Property



## Appendix A: Profession/CPD Matrix

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Professional Organisation	CPD Policy	CPD Requirements	Evidence / Reporting	Monitoring	Compliance Mechanism	Support
<b>Veterinary</b>						
<b>Royal College of Veterinary Surgeons (RCVS)</b>	<b>Mandatory</b>	Complete a minimum of 105 hours of CPD every 3 years, with an average of 35 hours per year.	Completed record cards need to be submitted with applications for RCVS Certificates and Diplomas and for Recognised Specialist status, and will be viewed during inspections for approval under the RCVS Practice Standards Scheme.	The RCVS may at times undertake random sampling of record cards in order to monitor CPD participation	Members are not monitored and information provided is gathered for survey purposes only.	Not carrying out CPD is not a stand alone effect for disciplinary proceedings.
<b>Other sectors</b>						
<b>Chartered Institute of Personnel and Development (CIPD)</b>	<b>Obligatory</b>	Structure their own learning and keep a record of CPD and a Personal Development Plan	Provide evidence of CPD undertaken if requested and when applying for upgrade of membership.	When asked to supply evidence of CPD, members are expected to provide records for the last 12 months plus an action plan for the next 12 months.	None	None
<b>Institute of Business Advisors (IBA)</b>	<b>Obligatory</b>	Depending on the grade of membership the total required hours are: Associate 60, Member 40, Fellow 30.	Each member is responsible for undertaking and meeting the required amount of CPD.	A 10% random sample of personal development plans and personal cards will be called in on an annual basis.	Potentially downgrading and/or loss of professional indemnity insurance cover.	Members are given the opportunity to prepare a PDP and the CPD activities needed to achieve it. Progress is monitored.

## Appendix B: CPD Activities recognised by the sample Professions

### Dentists

- Courses and lectures
- Vocational Training or General Professional Training study days
- Educational elements of professional and specialist society meetings
- Peer review and clinical audit
- Distance learning
- Multimedia learning
- Staff training
- Background research
- Private study
- Journal reading
- Attendance at conferences

### Engineers

- In house presentations
- Attending trade exhibitions and systematically gathering information and knowledge to develop as an Engineer
- Structured Reading (test your understanding of the reading material)
- Work shadowing to add to your stack of knowledge and expertise for routine tasks
- Promoting engineering in primary and secondary schools
- Technical presentations
- Writing reports / Writing for publication
- Preparation of CPD presentations to colleagues and other professionals
- Exposure to new situations at work which require action
- Participating in careers conventions
- Job secondment
- ICE Local Association Development Events
- Watching training videos and television programmes including the Civil Engineers' Channel from TEN
- Listening to training audio tapes and viewing CD Roms for research purposes and technical information
- Participating in Institution activities such as acting as a reviewer, a Student Liaison Officer or membership of Committees where new initiatives and ideas are discussed.
- Sharing knowledge and expertise with others
- Allied professions events
- Acting as a coach or mentor for a fellow professional
- Lecturing at organised events
- Research both on the job and for further qualification
- Teaching (for those not in teaching post)
- Self Study through reading text books or study packs.
- Validated and Accredited qualifications
- Formal distance and open learning courses
- Courses, Conferences, Seminars and Workshops

## Appendix B: CPD Activities recognised by the sample Professions

### Accountants

- Attendance at a training course, a conference, a meeting, a workshop, a seminar, a Leadership Development Centre or a briefing session.
- Developing new systems or processes
- Presenting information to others
- Web based learning/training
- On the job training
- Undertaking an additional qualification
- Mentoring or being mentored
- Secondment
- Project work

Unstructured development is more adhoc and may include:

- Using skills and/or knowledge developed on a course
- Work shadowing a colleague
- Visiting other departments or organisations
- Preparing a report
- Discussions with colleagues
- Web based research
- Reading
- Preparing a presentation
- On the job learning

### Finance

- Further qualifications/distance learning e.g. higher or first degrees, distance learning courses
- Short courses e.g. company in-house training and development courses
- Management development e.g. NVQ's level 3, 4, or 5, courses by other professional bodies
- Imparting knowledge e.g. ifs tutor network, coaching/mentoring, industry published articles
- Conferences, exhibitions and seminars e.g. organised by ifs or other work related organisation
- Meetings e.g. attendance at ifs local centre CPD events or at other institute's CPD events
- Committee work e.g. ifs local centres, other financial services or trade organisations
- Private study e.g. learning new skills, acquiring new knowledge, improving performance.

## Appendix B: CPD Activities recognised by the sample Professions

### Legal

- Attendance at accredited CPD courses
- Attending university courses
- Lectures
- Online courses
- DVD's, Videos and CD'Roms
- Other accredited activities
- Presenting an unaccredited lecture
- Teaching on university courses
- Moots, Mock Trials and Tribunals
- Writing

### Medical

- Clinical credits concern any event in which the educational content directly relates to clinical topics.
- Non-clinical credits concern an educational event that is not directly related to clinical issues, e.g. management courses, ethical and legal issues, appraisal training.
- External credits are given for events outside the hospital or trust such as attending conferences and study days. These may be regional, national or international meetings.
- Internal credits are events within the hospital/trust, or provided solely for local clinicians. E.g. hospital Grand Rounds, journal clubs, clinico-pathological conferences, local evening medical meetings, etc.
- Personal credits relate to study such as private reading, lecturing, researching etc
- Radiologists

#### Category 1 CPD credits:

These can be earned by attendance at radiological/oncological or management courses with prior CPD approval from the RCR, the RCP, or the European Union of Medical Specialities. An attendance certificate from the course organiser, giving the title, date and location of the course, the name of the participant and the number of CPD credits must be retained.

#### Category 2 CPD credits:

These can be claimed for formal local hospital educational activities, eg grand rounds, regular organised small group teaching activities, eg club journals, clinical audit meetings, etc. Such activities must be individually recorded in the RCR CPD diary.

## Appendix B: CPD Activities recognised by the sample Professions

### Property

- Open distance learning (video packages, the Internet, slide/tape packages, correspondence courses).
- Private study, including systematic study of literature or even learning a relevant language.
- Technical and professional conferences, lectures, seminars, workshops, study tours, and short courses.
- Courses leading to professional qualifications or academic awards.
- Preparing articles for publication.
- Teaching (for those not in teaching posts).
- Practice (for those in teaching posts).
- Preparing papers and contributing to technical meetings and study groups.
- Examining, tutoring or mentoring.
- Regional or branch events
- CPD Providers Network events and materials
- Allied construction institutions CPD events
- CPD clubs and self-help groups
- Teaching (for those normally in practice)
- Practice (for those normally in teaching)
- Courses, seminars, workshops and conferences
- Online learning
- Distance learning
- In-House organised lectures, seminars or workshops
- Writing for commission publication
- CPD modules in professional Journal
- Reading, taking reference notes and in-depth project research
- Training videos and television programmes relevant committee meetings
- Volunteering for Architecture Week, Architect in the House or CRASH
- Shadowing and mentoring
- Study tours
- Visits to sites other than your own
- Visits to relevant exhibitions
- Outreach to schools
- Professional work-based activities
- Self-directed and informal learning
- home-based learning such as distance learning packages, systematic study or structured reading on particular themes or topics (but not routine reading of the technical press, which the Institute considers should form part of members' everyday professional activities);
- action-based learning (there are various definitions of action-based learning. In this context it means a learning process involving a systematic, structured approach to the identification of problems in the work place and the search for solutions, with clear benefit to the individual member in terms of meeting the personal CPD needs identified in his or her PDP);
- the preparation of material for courses, technical meetings or publication in the technical press
- supervised and academic research
- background reading, research or preparation required in order to tackle a new area of work, such as teaching, for those in practice; practice, for those in teaching; or secondments and job exchanges (but not the day to day work in these new areas);
- activities of a technical or professional nature, e.g. involvement in specialist working parties or panels, planning aid work, or acting as a consultee on topics of professional interest membership of a branch executive committee or of the Institute's Council would not normally count in themselves, but preparation of or participation in discussion of professional issues related to the needs identified in your PDP could do so)
- conferences, seminars, workshops and other technical and professional events and meetings, including in-house training;
- courses leading to a qualification, including for example an N/SVQ.

## Appendix B: CPD Activities recognised by the sample Professions

### HR

- Anything can count as evidence as long as you show that you've learnt something from it. Typical examples include:
- work experience/on the job training
- qualifications
- short courses
- informal learning such as reading
- attending an event
- personal development
- out-of-work activities.

### Business

- Academic & vocational based courses.
- Short courses.
- CPD Events.
- Conferences (national or regional).
- In-company Business Adviser (Mentor, Trainer) training.
- Committee work.
- Distance learning.
- Private study.
- Development of training courses
- Technical authorship

## About The Institute

A multi-disciplinary organisation that recognises individual achievement and commitment to the advancement of CPD.

The Institute asserts that professional qualifications are not an end in themselves, but merely the beginning of a continual requirement to update skills and knowledge. It believes that whilst regulation of the continuing competence of its members is the responsibility of the professions, the most effective driver for higher professional standards is recognition of individual achievement and reward for personal commitment to CPD.

Now, all professionals, whatever their discipline, who are able to show that they carry out CPD significantly above the minimum required by their main professional body, can gain extra recognition.

Fellowship provides both a visible kitemark – FInstCPD – of an individual's commitment to their own CPD, and reflects the belief that keeping up-to-date and continually seeking to raise standards are actions for the greater public good. Members are thus recognised for dedication to the ethos of CPD as a part of lifelong learning and its value to their clients, colleagues and society in general.

The Institute of Continuing Professional Development  
Grosvenor Gardens House  
35/37 Grosvenor Gardens  
London  
SW1W 0BS  
United Kingdom

T +44 (0)20 7828 1965  
F +44 (0)20 7828 1967  
info@cpdinstitute.org  
**www.cpdinstitute.org**

## About Kingston University

Research at Kingston University School of Surveying specialises in a range of subject areas including pedagogy and issues facing the professions. The School is home to the only Centre for Excellence in Teaching and Learning in the Built Environment Sector, C-Scaipe, and offers a full range of undergraduate and postgraduate property courses.

School of Surveying  
Kingston University  
Kingston Upon Thames  
Surrey  
KT1 2QJ  
United Kingdom

T +44 (0)20 8547 8494  
F +44 (0)20 8547 7087  
cscaipe@kingston.ac.uk  
**www.kingston.ac.uk/surveying**

