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| **Name:** | **Fellow number:** |
| **Year** *(example Year 1/2015)* | **3 year period** *(example 2015 - 2017)* |
| **PLAN**  *Your CPD objectives for year ahead* | |

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| **GSL POINTS WEIGHTING TABLE**  The table below sets out the points that can be achieved for the different activity types within each year of a CPD period   |  |  |  |  | | --- | --- | --- | --- | | **CATEGORY** | **ACTIVITY TYPE** | **POINTS WEIGHTING** | **MAX POINTS ALLOWED** | | Acquiring knowledge and skills by deployment | Professional Practice | 1 point/ 8.0 hours | 40 (320 hours) | | Enhancing and maintaining skills and knowledge | Formal Learning (tested) | 1 point/ 1.0 hours | 30 (30 hours) | | Formal Learning (untested) | 1 point/ 1.5 hours | 30 (45 hours) | | Formal learning/training | 1 point/ 2.0 hours | 30 (60 hours) | | Self-directed study | 1 point/ 2.0 hours | 30 (60 hours) | | Participating in the geoscience community | Non-work activities | 1 point/ 3.0 hours | 30 (90 hours) | | Contributing to knowledge | 1 point/ 1.0 hours | 30 (30 hours) |   If you achieve more than the recommended number of points, some or all of the excess can be carried over to the next year within a CPD period.   * If you are in full time employment you can carry over a maximum of 30 points * If you are not in full time employment, you will be on the reduced point’s scheme and can carry over a maximum of 20 points   Note. Points cannot be carried between CPD periods |

**ACTIVITY LOG**

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| **Date** | **Category** | **Activity Type** | **Description** | **Time spent (hrs)** | **Points** |
| *1/1/2015*  **Example** | *Participating in the geoscience community* | *Contributing to knowledge* | *Scrutineering – assessed application and interviewed candidate for Chartership* | *5* | *5* |
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| **REFLECT**  *Reflective analysis of your objectives against the activities completed.* |

**PLEASE KEEP THIS LOG BOOK IN A SAFE PLACE AS YOU MAY BE REQUIRED TO SUBMIT IT IF YOUARE SELECTED FOR AUDIT.**

## ABOUT THE CPD SCHEME

Continuous Professional Development (CPD) is a way for professional geologists to maintain and develop the standards of technical and professional competence required for their work. As well as broadening your knowledge, CPD gives assurance to your employers, and to society in general, that you are professionally competent.

### When to record CPD activity

As a Fellow of the Society who is a candidate for chartership you need to show, through professional practice, education, training and participation within the geological community, that you are maintaining and improving your professional competency. You also need to demonstrate that you are committed to maintaining your CPD throughout your career.

You can do this by recording any activities you undertake which improve and develop your skills. There are a range of activities which contribute to your CPD, from attending conferences to developing your business skills. We encourage a Plan-Act-Reflect approach. Outline your aims and objectives for each year, record the CPD activities undertaken and reflect on what you achieved (learning outcomes).

CPD doesn’t end once you have achieved chartership. In order to maintain your chartered status, you must continue to record CPD activities throughout your career.

To find out more about what is required for chartership see the [Chartership Page](http://www.geolsoc.org.uk/chartership).

The CPD scheme operates in a three year reporting period.

### Auditing

A proportion of **Chatertered Geologists** are selected each year for an audit of the CPD records, in order to ensure that all CGeols are maintaining their records. If you are selected, you will be required to present a written account of your CPD activities.

### Other forms of chartership

If you are a **Chartered Scientist,** you are required by the Science Council to confirm annually that you are maintaining your professional standards, using your CPD records. The Society takes responsibility for CScis who are also our Fellows, through our recording scheme and annual audits.

We also provide this service for those who hold the European Geologist title (EurGeol), in accordance with the requirements of the European Federation of Geologists (EFG).

### Exceptions

The CPD scheme is designed to take into account changes in your working patterns which may make it difficult or impossible for you to meet the usual targets set out.

You may wish not to record CPD during periods of extended leave from normal work, such as during parental leave, periods of illness or career breaks. In such cases, the three year recording cycle may be suspended.

If you are retired, or out of work for any other reason, alternative requirements apply. Maintenance of the CGeol and EurGeol titles during retirement is taken to imply that you may still be available for consulting work etc., so there is still a case for you to maintain CPD.

If any of these circumstances apply to you, or if you wish your case to be considered as an exception for any other reason, you should contact the Fellowship department for advice. Exceptions will be assessed and permitted or otherwise by the Professional Secretary.

## CPD ACTIVITIES

When you add a new CPD activity you are presented with a list of activity types to choose from. You must select one of these from the list, then you are asked to provide a brief description about the activity.

A definition of each of each of the activity types is provided below.

#### Professional Practice

CPD in this area is defined as ‘self-development to meet or exceed the requirements of the role of a professional geologist/scientist’. It is what you learn whilst you are working. It includes the development of your general management and/or business skills as well as geological (or scientific) skills or knowledge. It does not include day to day work. To count as CPD in Professional Practice, your work activity must go beyond your normal routine tasks or utilising your existing skills and knowledge. When you record CPD in this activity type, you should indicate the nature of the skills or knowledge developed. Examples of the types of work-based development that will count as CPD include:

* Improving knowledge (geological knowledge, knowledge of legislation or regulations, researching best practice in human resource management or health and safety etc)
* Professional or business development, e.g. developing financial, report writing or project management skills
* Interpersonal development, e.g. developing communication or negotiation skills
* Developing technical skills (geological techniques or methods, IT, data analysis, modelling skills etc)

### Formal Learning (Tested)

This applies where the aims and objectives of the training are well established. You actively participate and your performance or ability is tested upon completion. A third party provides the training (e.g. an employer through on-the-job training, or a dedicated training provider). You gain a higher rate of points for courses where work is tested. Your participation is validated by course certification/authentication (e.g. by your employer).

### Formal Learning (Untested)

This is where the aims and objectives of the training are well established, but your performance or ability is not formally tested. A third party facilitates or directs your training (e.g. employer through on-the-job training, or a dedicated third party provider).

### Informal Learning/Training (also known as experience based or experiential learning)

The aims and objectives may not necessarily be established or are not specific to your training needs. Informal learning provides you with improved breadth or depth of geological knowledge or an improved understanding of a subject relevant to your employment. Your participation is largely passive (e.g. attendance at a lecture or conference etc).

### Self-directed Study

This is an activity that provides you with an increased breadth or depth of geological knowledge, or an improved understanding of a subject relevant to your employment (e.g. reading to keep abreast of published information or an area of geology new to you).

### Non-work Activities

This includes:

* Participating in the functioning or management of professional organisations• Organising conferences or similar events
* Undertaking coaching and mentoring to support the professional development of a chartership candidate
* Communicating science to the non-geoscientific public (e.g. via a press interview or newspaper/magazine article)

### Contributing to Knowledge

This primarily refers to your participation in publishing or related activity. It can include:

* Making presentations, publishing papers/books/articles and seeing papers through to publication whether as a writer, editor or referee
* Writing minutes, reports etc. for professional bodies