

Guidelines for Completing a Compliant CPD Record

To be read in conjunction with GSL's 2017 CPD log book

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1 Background

Professional Geologists engage in continuing professional development (CPD) in order to maintain their professional competency. However, while they have done this, many will not have recorded it. The recording of CPD is now required for *all* Chartered Geologists and those who are working towards Chartership. Although it was strongly recommended, the recording of CPD was not previously a requirement for CGeols who gained Chartership before 2011. The Society's system for CPD was introduced many years ago, and was based on a weighted points system. This is now outdated and so a rethink and complete redesign has been undertaken, to bring it into the 21st century. The aim has been to provide an online recording system that is wider ranging, useful as part of a professional portfolio, more flexible, and easier to use.

However, the 2017 Scheme is a significant departure from the previous GSL scheme for CPD, with a much broader comprehension of CPD in place and wider range of topics admissible as CPD activities. In order to take greatest advantage of the 2017 scheme, it is strongly recommended that these guidance notes are studied carefully in conjunction with the log book to which they refer, together with the other CPD documents available on the Society's website. A couple of hours becoming thoroughly familiar with the documentation and associated terminology and, most particularly, the Mind Map, (see page 3, below) will pay dividends when it comes to recording CPD – and that study will earn CPD hours, too – a win-win situation!

2 About CPD and the Scheme

Continuing Professional Development (CPD) is a way for professional geologists to maintain and develop the standards of technical and professional competence required for their work. In addition to broadening your knowledge, CPD gives assurance to your employers, your clients and to Society in general, that you are professionally competent.

The Geological Society, defines CPD as: ***'The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for carrying out professional and technical duties throughout a working life.'***

This definition is explained and expanded on the website as:

'An organised way for professional geologists to maintain and develop the standards of technical and professional competence required for their work. As well as broadening their knowledge, CPD gives assurance to their employers, and to society in general, that they are professionally competent.'

2.1 What counts as CPD

Fundamentally, CPD comprises any activity that develops one's work-related knowledge and skills. CPD activities should range from formal learning, like attending conferences, through to informal, like reading relevant textbooks and journals. What must be done is not prescribed; it is for the individual to decide what they need to do. If in doubt about whether an activity counts towards CPD, consider how it benefits one's CPD and, or, PDP. If enhanced skills or knowledge relevant to one's work and, or, career can be demonstrated, then it is admissible.

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It has been claimed that possibly the most effective learning opportunity is organised support at work, the support being provided by colleagues or mentors being significantly more effective than that provided by an individual's line manager. The style of support is also crucial; solving problems and meeting challenges as part of a cohesive team is the most effective. Work experience, whether within a structured and regulated situation or requiring significant innovation, is also an extremely effective way of achieving CPD goals. Informal discussions are very useful too, especially when conducted with subject specialists or work colleagues. It is for these reasons that so much emphasis (33% of the annual minimum total hours) is placed on CPD performed in the **On-the-job** category.

Interestingly, those activities that people most often associate with CPD ie, attendance on formal short academic and training courses and postgraduate programmes are *not* considered by some authorities to be as effective as the activities mentioned in the previous paragraph.

In order to provide more specific advice on the range of CPD activities in which professional geologists might engage, a mind map has been developed specifically for GSL's new CPD scheme. It is readily available on the GSL website as a downloadable pdf file and is also presented as Fig 1, below, in Section 3 on page 3. This is complemented on page 4 by a lookup table of CPD activities to find the category rapidly when completing the recording of a CPD event.

2.2 Why record CPD

A vital part of the cyclical or recursive CPD system is a review or reflection of the year's achievements compared to those planned at the beginning of the year. And if the CPD events are not recorded as and when they are performed, it is very difficult to remember all activities to be able to review them at or towards the end of the reporting period. Additionally, without a written record of the entire **plan** → **act** → **reflect** cycle of CPD, it is not possible to demonstrate to others Clients, employers present and future, as well as the GSL CPD audit panel, that CPD has been undertaken in accordance with GSL Regulation RF/P/13 – CPD.

2.3 When to record CPD activity

The planning, performance *AND* recording of CPD activities is mandatory for all Chartered Fellows and those aspiring to Chartership, and is strongly recommended for all other professionally active Fellows. The easiest time to record a CPD event is as soon afterwards as possible, while the details are still fresh in the mind, and at the same time, save any evidence of having participated in the event.

2.4 Auditing

A proportion of Chartered Geologists are selected each year for an audit of their 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.

2.5 Other forms of Chartership

Chartered Scientists are required by the Science Council to confirm annually that they are maintaining their professional standards, as recorded in their CPD records. The Society takes responsibility for those CSci 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).

2.6 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 stated. General guidelines are set out in Table 1, below.

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, or wish to join or remain on the panel of Chartership scrutineers, 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.

Table 1 ~ Minimum Amounts of Annual CPD for Chartered Fellows in Various States of Work

Work Status of Fellow		Min annual CPD, total hr	Min total hr in On-the-Job learning	Min total hr on Career Development, excluding On-the-Job	Max annual carry-over of excess hr
1	Early career (pre-Charterhip) Fellows	≥ 90	30	30	20
2	All Fellows in full time employment, or on sabbatical leave	≥ 90	30	30	20
3	All Fellows in part time employment (eg, work sharing)	≥ 50	16	16	10h
4	All Fellows on extended leave (carers, parental leave, prolonged illness, etc) *	≥ 40	0	20	8h
5	Retired Fellows offering occasional professional services, or who wish to retain their chartered status, and unemployed Fellows	≥ 50	0	0	10h

NOTES:

Once the minimum total hours have been achieved, spread across On-the-job learning, plus at least 2 other main categories, any additional time can be spread as desired

* with special pre-arranged GSL dispensation, 50% of these hours may, exceptionally be allowed

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3 CPD Activities

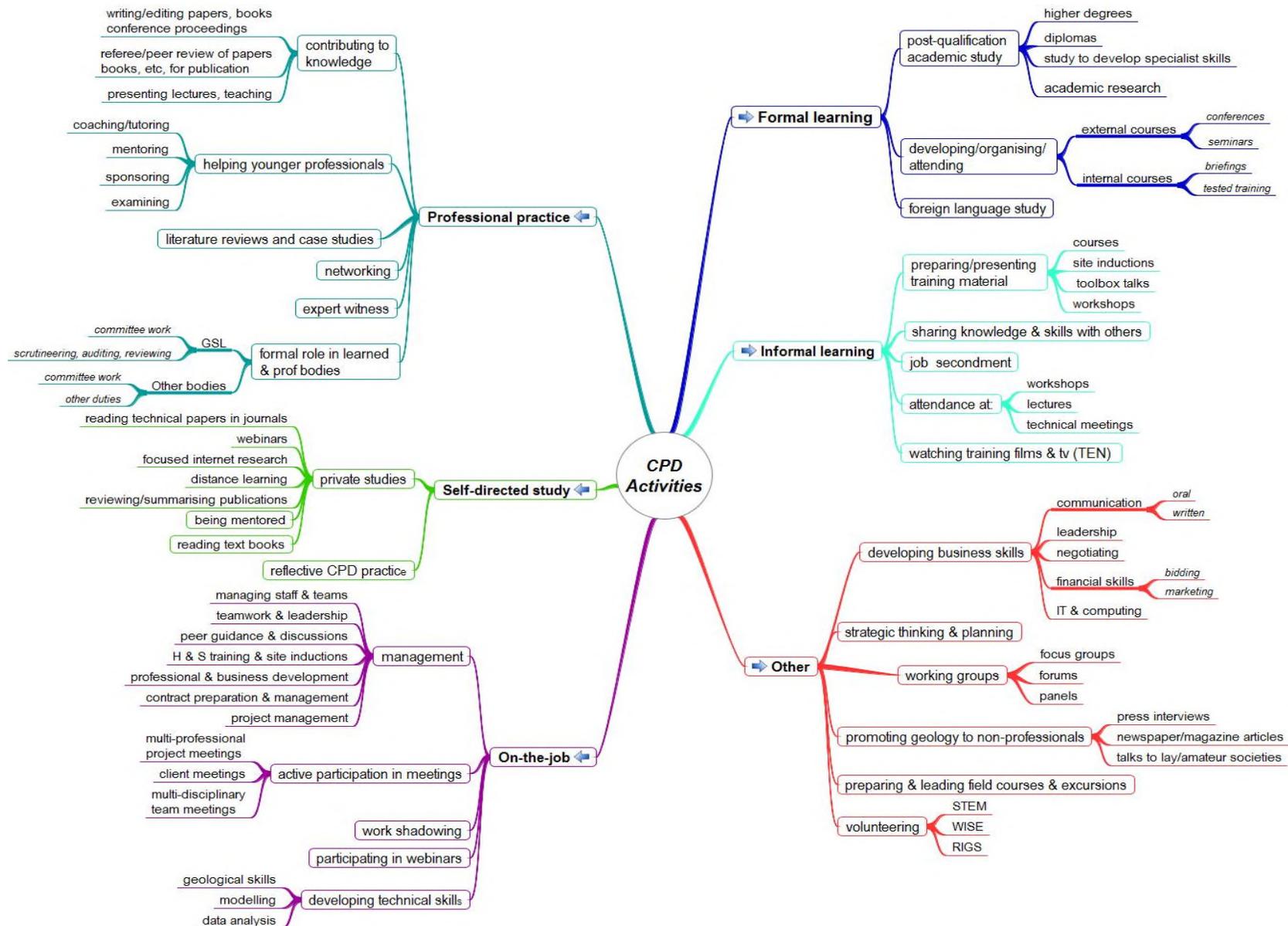


Fig 1 ~ Mind Map of CPD Activities

Table 2 ~ CPD Categories Lookup from Activities

Activity	Main category
academic research	FL Formal learning
being mentored	SD Self-directed study
client meetings	OtJ On-the-Job
coaching/tutoring	PP Professional practice
communication – oral	O Other
communication – written	O Other
contract preparation & management	OtJ On-the-Job
courses	IL Informal learning
data analysis	OtJ On-the-Job
diplomas	FL Formal learning
distance learning	SD Self-directed study
Examining	PP Professional practice
expert witness	PP Professional practice
external courses – conferences	FL Formal learning
external courses – seminars	FL Formal learning
financial skills – bidding	O Other
financial skills – marketing	O Other
focus groups	O Other
focused internet research	SD Self-directed study
foreign language study	FL Formal learning
forums	O Other
geological skills	OtJ On-the-Job
GSL – committee work	PP Professional practice
GSL– scrutineering, reviewing, auditing	PP Professional practice
H & S training & site inductions	OtJ On-the-Job
higher degrees	FL Formal learning
internal courses – briefings	FL Formal learning
internal courses – tested training	FL Formal learning
IT & computing	O Other
Job secondment	IL Informal learning
leadership	O Other
lectures	IL Informal learning
literature reviews and case studies	PP Professional practice
managing staff & teams	OtJ On-the-Job
mentoring	PP Professional practice
modelling	OtJ On-the-Job
multi-disciplinary team meetings	OtJ On-the-Job

Activity	Main category
multi-professional project meetings	OtJ On-the-Job
negotiating	O Other
networking	PP Professional practice
newspaper/magazine articles	O Other
other bodies – committee work	PP Professional practice
other bodies – other duties	PP Professional practice
panels	O Other
participating in webinars	OtJ On-the-Job
peer guidance & discussions	OtJ On-the-Job
preparing & leading field courses & excursions	O Other
presenting lectures, teaching	PP Professional practice
press interviews	O Other
professional & business development	OtJ On-the-Job
project management	OtJ On-the-Job
reading technical papers in journals	SD Self-directed study
reading text books	SD Self-directed study
referee/peer review of papers books, etc, for publication	PP Professional practice
reflective CPD practice	SD Self-directed study
reviewing/summarising publications	SD Self-directed study
RIGS	O Other
sharing knowledge & skills with others	IL Informal learning
site inductions	IL Informal learning
sponsoring	PP Professional practice
STEM	O Other
strategic thinking & planning	O Other
study to develop specialist skills	FL Formal learning
talks to lay/amateur societies	O Other
teamwork & leadership	OtJ On-the-Job
technical meetings	IL Informal learning
toolbox talks	IL Informal learning
watching training films & tv (TEN)	IL Informal learning
webinars	SD Self-directed study
WISE	O Other
work shadowing	OtJ On-the-Job
workshops	IL Informal learning
workshops	IL Informal learning
writing/editing papers, books conference proceedings	PP Professional practice

3.1 Using the lookup table

The Mind map, Fig 1, on page 3, is complemented by Table 2, above, which provides a simple lookup of CPD activities to find their respective categories rapidly to assist in completing the recording of a CPD event. Having studied the Mind Map, the following sequence is suggested:

- 1 a Fellow completes a specific CPD event – only exceptionally, will they not know what activity it is;
- 2 they use the lookup table to find the CPD category;
- 3 In the Activity Log, they record: the Date; the CPD Category (from step 2); a Description of the CPD Activity; the Time spent and the Evidence – job done!

4 How to complete a Compliant CPD Record

4.1 One-off preparation

To take the greatest advantage of the new CPD system and the enhanced online facilities for Fellows, it is recommended that a Professional Portfolio is developed and used. This will enable a complete record of one's career to be kept in each Fellow's secure and confidential area on the GSL website. While not in any way compulsory, such a portfolio will assist considerably in retaining the assemblage of documents often required for working overseas, or by prospective new employers or professional institutions. Although its generation is suggested as a preliminary step, the portfolio could, of course, be set up and uploaded to the Fellow's personal area at any time.

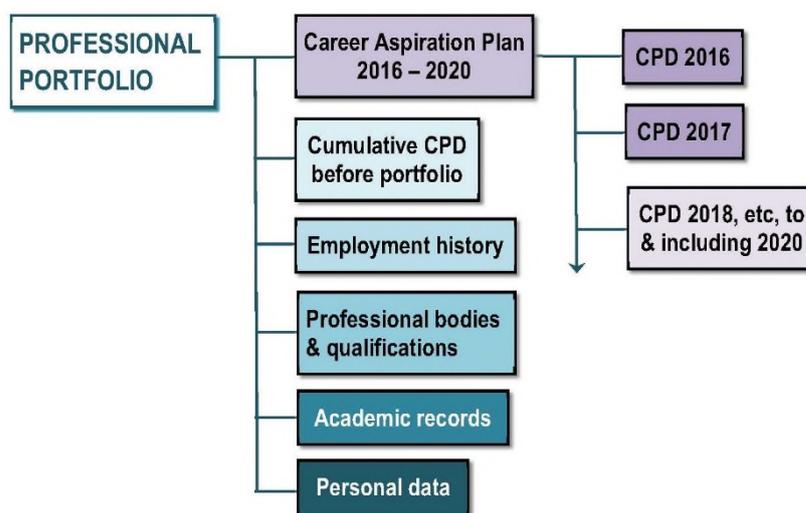


Fig 2 ~ Suggested structure for a professional portfolio, based on a 5-year CAP

The portfolio is envisaged to contain a number of folders and subfolders, as indicated above, with those in shades of blue needing to be generated once only, but additional files can be added to them, as and when the situation demands. The mauve folder, named **Career Aspiration Plan 2016 – 2020** will require a separate sub-folder for each of the years of CPD that will be a part of the CAP period (in the illustration, it will be the five years 2016, 2017, 2018, 2019 & 2020). Each of these sub-folders may be split further, if desired, to keep a pdf copy of the evidence of having completed a CPD event or activity separately from the record itself. Some may wish to include a separate sub-folder for all training certificates accumulated over a lifetime or during each CAP, in addition a copy of all certificates being lodged in the evidence folder of the year in which it was awarded.

Evidently, at the commencement of each new Career Aspiration Plan period, a new CAP folder will require to be made, containing separate sub-folders for each of the CPD years in the new period.

4.2 Contents of a Year's CPD Folder

The CPD folder for every year will contain the following items:

- a) Personal Development Plan, outlining the CPD objectives for the year ahead;
- b) A Career Aspiration Plan for the current period;
- c) Listing of all CPD activity during the year, in ascending date order;
- d) A Summary table for the total number of hours spent in each of the 6 main CPD categories;

- e) A reflection of the CPD and how it has enhanced knowledge and experience, ie, competence; and
- f) Documentary evidence of having participated in a CPD activity – this evidence may be kept in a sub-folder to keep the main CPD folder uncluttered. There will, inevitably, be some activities where it is difficult or impossible to provide any evidence.

4.3 Completing a CPD Record

Having spent some time becoming accustomed to the new CPD activities and the categories into which they have been placed, it is now time to start a year's CPD record. It is assumed here that a CAP has already been generated. For simplicity, it is also assumed that the CPD will be recorded using the GSL's new CPD log book, or a compatible record containing the same information. The steps to be taken are enumerated below:

- 1 Open a new log book for the beginning of the new CPD year (see the extracts from example log book pages in Appendix 1).
- 2 Enter the preliminary details (ie, your name, etc, at the top of the Personal Development Plan (PDP) page; and similar details at the top of Table 2. NB: the 'Work status' number (from Table 3) will be helpful to the CPD auditors
- 3 Compose your PDP for the year, but with reference to your longer-term goals as recorded in your Career Aspiration Plan (CAP).
- 4 Identify and note in your CPD activity record or log book all known activities and events in which you wish and need to participate during the year.
- 5 Ensure that there is an adequate spread of activities between the Main Categories of CPD as required.
- 6 Attend CPD events and, or, perform CPD activities and record them (preferably) within 24 hours of completion, in Table 1.
- 7 Make a note of the duration of the event or activity, its CPD category and the form of evidence. Make an electronic copy of the evidence and save that, as mentioned above (Inevitably, there will be some activities where the production of evidence is not possible (eg, work shadowing, or managing staff and teams, in the **On the job** Category).
- 8 It has been found that noting a brief evaluation of the event or activity while recording it has proved very helpful when coming to write up the reflection at the end of the year.
- 9 New events and activities are added to the activity log throughout the year as they are attended or performed.
- 10 At or very near the year end, prepare a thoughtful reflection of what has been achieved in relation to what was planned. Include a brief commentary on and shortfall and reasons, with a view to including it in the next year's PDP.
- 11 It may become necessary to amend both the Personal Development and Career Aspiration Plans from time to time, as work circumstances change.
- 12 For those struggling with performing their CPD, the Science Council's web page entitled *5 ways to make sure you complete a brilliant CPD return* has been modified appropriately for Fellows of the Geological Society. The GSL version is given in Appendix 2.

5 Reference Documents These documents are downloadable from the CPD pages of GSL's website

- | | | |
|---|--------------------------|--------------|
| ➤ GSL's New CPD Log book | | MS Word File |
| ➤ Guidelines for Completing a Compliant CPD Record | (this document) | PDF file |
| ➤ CPD Mind Map | (standalone version) | PDF file |
| ➤ A New CPD System for GSL – presentation to RGs | (with presenter's notes) | PDF file |
| ➤ The Geological Society's New CPD System | (background information) | PDF file |

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APPENDIX 1 ~ Extracts of Example Pages from the New CPD Log Book

Geological Society's 2017 CPD System –Log Book for Recording CPD

Fellow's Name: ... William Smith

Bill

Personal Development Plan

CPD & PDP Year ...Year 2: (2017)	5-year CAP period ... 2016 – 2020
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My CPD objectives for the year ahead are:

- In 2016, I intend to enhance my detailed knowledge of health & safety – both legislative aspects and practical application to construction works
- Conduct wide-ranging research on the CPD that other professional organisations require their members to undertake
- Shadow the Chairman of a charitable trust with a view to election as Vice-chairman in 2018 or 2019
- Undertake sponsoring, mentoring, scrutineering and deferment reviewing duties for GSL when requested
- Keep my knowledge up to date with the current state in my specialist field

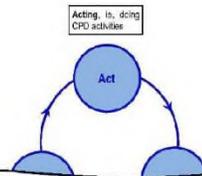


Table 1 ~ Activity Log for [year]

Date (dd/mmm)	Category*	CPD Event – Brief Description	Time spent (hrs)	Evidence
10 Jan	IL	GSL WSW Regional Group Meeting: Dr A N Other The influence of crinoid assemblages on the stability of excavations ...	5	Annotated flyer
:				
19 Jan	OtJ	Board meeting of charitable trust – advice offered on geological conditions at a proposed new work site on a canal restoration	2	Minutes
25-29 Jan	SD	Internet research on H&S legislation and best practice	7	Notes etc, ex HSE website
03 Feb	OtJ	Draft i) site induction for construction team; ii) risk assessments (5 nr); iii) 1 st 10 minute briefing notes	5	Docs prepared
05 Feb	OtJ	Deliver i) site induction to team of 17; give them all the day's 1 st 10 minute briefing	1.5	N
29 Feb	PP	Detailed scrutiny of 2 applications for CGeol, in readiness for interview	4.5	CGeol ASS1n & CGeol ASS2n
04 Mar	IL	Attended lecture on the future of CPD in the healthcare sector	1.5	Annotated notes on handout
10 Mar	OtJ	Reviewed NEC3 contract forms prior to commencing draft of tender documents for canal lock construction works	3	Notes

Table 2 ~ Summary of Times Spent on each of the main CPD Categories

Name: ... William Smith	CPD Year: ... 2016		Work Status: ... 5		Minimum total hours required: ... ≥ 50			
CPD Category	On-the-Job (OtJ)	Formal Learning (FL)	Informal Learning (IL)	Professional Practice (PP)	Self-directed Study (SD)	Other (O)	Total time	Carry over
CPD hours	11.5	0	1.5	4.5	7	0		
Additional CD # hours	—							
Total hours in year								

CD refers to additional time on career development

Table 3 ~ I

Work Status of Fellow

Reflect

Reflection, ie, a review and discussion of achievements against goals set at the start of the year.

- My detailed knowledge of, and experience with, H&S matter as applicable to canal restoration projects, was met and exceeded. I was appointed H&S Director of the charitable trust mid-year and had to deal with (successfully) a serious accident on site – the trust's first such incident in its 40-year history.
- CPD research has been undertaken but incomplete – this is ongoing. Having researched over 20 professional organisations' CPD arrangements, it has been particularly interesting to find that there is much more to CPD than attending a short course or an evening lecture/technical meeting. There is also a very wide misunderstanding of what CPD really is, what counts as CPD and why it is so mission critical to one's career development.
- Shadowing the Chairman of the charitable trust of which I am the H&S Director is also ongoing, but on target for standing for election as Vice-chairman in 2018.
- I have acted as scrutineer for CGeol Applicants 2... reviews by other scrutineers and sponsored one applicant. I feel this... created next... has been met

APPENDIX 2 ~ 5 Top Tips for Completing an Outstanding CPD Return

1 Provide a clear summary

Provide evidence that you are satisfying the Geological Society's CPD Standards so it is important to use a format for your CPD summary that provides all of the necessary information. This is most simply achieved by using the new application when it becomes available later this year, or until such time, the new CPD Log Book. In your PDP, it is helpful to include a brief description of your role so that it is clear how your CPD activities relate to your professional practice. Your activities should span the period under consideration, usually a year, and have clear and concise descriptions and thoughtful reflection on the specific benefits gained.

2 Ensure a mixture of activities

Professional development opportunities are typically wide-ranging. The Geological Society defines 6 categories of activity:

- On-the-job
- Professional practice
- Formal learning
- Informal learning
- Self-directed study
- Other

Making the most of your **On-the-job** opportunities and using your initiative to undertake **Self-directed study** are strongly advocated. The **Other** category emphasises the possibility of developing relevant transferable skills away from your job role; through other activities in your professional and personal life.

3 Thoughtful reflection

Reflection is essential in obtaining value from the development activities that you undertake. Your programme of CPD activities should be focused on achieving your development goals and so it is important to assess the extent to which the activities have contributed to building your skill/knowledge base and improving your professional output to users of your work. Be as specific as possible in describing the benefits, which will then enable you to identify the next steps you need to take to achieve your development goals fully.

4 Span all aspects of your professional practice

It is important when planning your professional development to consider developing skills and knowledge relevant to all aspects of your current job role as well as roles to which you aspire. So, don't just focus on your technical skills; also, consider developing your knowledge of the sector in which you work, developing interpersonal skills (eg, to support teamwork and leadership), and acquiring knowledge of processes (eg, problem solving, decision making, performance appraisal) that enable you to deliver your contribution effectively.

5 Record information little and often

In order to produce a CPD report with the above characteristics, it's important to try to record your activities in a timely fashion so that the activity itself, and its benefits, are fresh in your mind. You might find it useful to set an alert in your calendar to remind yourself periodically to ensure that your summary is up-to-date.

If you follow the tips above, you should find yourself with a comprehensive summary of how you have been taking care of your professional development over the past 12 months. It should not only be helpful to you in planning your development for the next period of time, but should be inspirational to your peers in showing what can be achieved through the focused and creative use of your time and opportunities.

Adapted for Fellows of the Geological Society, from the Science Council's webpage giving advice to Chartered and Registered Scientists members on completing an exemplary CPD record – see:

<http://www.sciencecouncil.org/content/5-ways-make-sure-you-complete-truly-awesome-cpd-return> accessed 2017 01 08