The New CPD System
Continuing Professional Development

‘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.’

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.
New CPD System – 1

- CPD planning and recording required for all Chartered Fellows (ie, for Fellows with CGeol and, or, CSci) and for Fellows aspiring to Chartership
- undertaking and recording CPD is very strongly advised for other Fellows who are professionally active
- as before, CPD is a recursive, reflective system of: plan → act → reflect based on experiential learning
The PDP Cycle of CPD

Basic 3-stage cycle of a PDP

1. plan
2. act
3. reflect
Combined CAP & PDP Reflective Cycles

1. CAP – plan
2. CAP – act
3. CAP – reflect

CAP ~ 3-yearly or 5-yearly cycle
PDP ~ biannual or annual cycle
New CPD System – 2

- CPD is no longer weighted points-based;
- it is a simpler system;
- solely time-based in un-weighted hours;
- a greater number of activities identified;
- activities are re-categorised with six main categories, best displayed using a Mind Map, explained in the next few slides
Main CPD Categories

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

Formal learning

- post-qualification academic study
  - higher degrees
  - diplomas
  - study to develop specialist skills
  - academic research
- developing, organising and, or, attending
  - external courses
    - conferences
    - seminars
  - briefings
  - internal courses
    - tested training
- foreign language study
CPD Activities

Informal learning

- preparing/presenting training material
  - courses
  - site inductions
  - toolbox talks
  - workshops
- sharing knowledge & skills with others
- job secondment
- attendance at:
  - workshops
  - lectures
  - technical meetings
- watching training films & TV (TEN)
CPD Activities

- Other
  - developing business skills
    - negotiating
    - financial skills
    - IT & computing
  - strategic thinking & planning
  - working groups
    - focus groups
    - forums
    - panels
  - promoting geology to non-professionals
    - press interviews
      - newspaper/magazine articles
      - talks to lay/amateur societies
  - preparing & leading field courses & excursions
  - volunteering
    - WISE
    - RIGS
  - communication
    - oral
    - written
  - leadership
  - bidding
  - marketing

Society
Professional practice

- contributing to knowledge
- helping younger professionals
- literature reviews and case studies
- networking
- expert witness
- formal role in learned and prof bodies

- coaching/tutoring
  - mentoring
  - sponsoring
  - examining

- writing/editing papers, books, conference proceedings

- referee/peer review of papers, books, etc., for publication

- presenting lectures, teaching
  - committee work
  - scrutinising, reviewing, auditing
  - other duties

- committee work
- other bodies

- GSL
CPD Activities

Self-directed study

- Private studies
  - Reading technical papers in journals
  - Webinars
  - Focused internet research
  - Distance learning
  - Reviewing/summarising publications
  - Being mentored
  - Reading text books
  - Reflective CPD practice
How Much CPD – 1

For most Chartered Fellows, ie, those in full-time employment:

• 90 hours minimum CPD must be recorded in at least 3 different categories

• with the following limits:
  – 30 hours in the On-the-Job category;
  – the remaining 60 hours (= 90-30 hours) of CPD should be spread across at least 2 of the remaining 5 new CPD categories;
  – Of these remaining 60 hours of CPD, at least 30 hours must be focused on career development and work-associated skills enhancement outside the On-the-Job category
How Much CPD – 2

• there is no upper limit to the amount of CPD that can be completed in any year
• time in excess of the minimum total, but not exceeding 20 hours pa may, if so desired, be carried forward
<table>
<thead>
<tr>
<th>Work Status of Fellow</th>
<th>Min annual CPD, total hr</th>
<th>Min total CPD hr in On-the-job learning</th>
<th>Max annual carry-over of excess hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early career (pre-Chartership) Fellows</td>
<td>≥ 90</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>All Fellows in full time employment, or on sabbatical leave</td>
<td>≥ 90</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>All Fellows in part time employment (eg, work sharing)</td>
<td>≥ 50</td>
<td>16</td>
<td>10h</td>
</tr>
<tr>
<td>All Fellows on extended leave (carers, parental leave, prolonged illness, etc) (but with special pre-arranged GSL dispensation, 50% of these hours may, exceptionally be allowed)</td>
<td>≥ 40</td>
<td>0</td>
<td>8h</td>
</tr>
<tr>
<td>Retired Fellows offering occasional professional services, or those who wish to retain their chartered status, and unemployed Fellows</td>
<td>≥ 50</td>
<td>0</td>
<td>10h</td>
</tr>
<tr>
<td>Retired Fellows not offering professional services or who do not wish to retain their chartered status</td>
<td>Optional</td>
<td>0</td>
<td>—</td>
</tr>
</tbody>
</table>
Recording CPD – now

GSL’s online CPD recording system has been revised:

• It is more user-friendly, with increased functionality and is available for use now using the new log book, available as a download
• online recording will be operational from later this year
Recording CPD – future

• 1st class online cloud-based Fellows’ career resource (electronic career portfolio)
• user-friendly system suitable for smart devices on a variety of platforms, to record & manage CPD
Possible Structure of an Electronic Career Portfolio

PORTFOLIO

Career Action Plan 2016 – 2020

Cumulative CPD before portfolio

Employment history

Professional bodies & qualifications

Academic records

Personal data

CPD 2016

CPD 2017

CPD 2018, etc, to & including 2020
Other CPD Recording Options

• the Society’s on-line system is preferred;
• however, it is equally acceptable to use another system, where the relevant information is recorded;
• this is uploaded to the new personal career portfolio at the end of the year
Essentials to be Recorded to Conform with GSL’s new CPD System

for each year:
• a statement of the planned goals and objectives;
• a table for recording all CPD events;
• a summary of hours gained in each CPD category
• a short reflection on what was achieved, including an indication of which objectives were not achieved and why;
• a brief discussion of events undertaken that were not in the plan
Data to be Recorded for each CPD Event

- the date of the event;
- the CPD category;
- a brief description of the event, including a note of the provider (if it is a course);
- the number of hours spent; and
- any evidence of participation, ie, keep a record!