

**Guidance for CPD (Continuing Professional Development) recording to apply for Member or Fellow**

**What counts as CPD?**

It should normally include at least three (exceptionally 2) of the following categories:

1. Work- based learning
2. Professional activity
3. Formal/educational
4. Self directed learning
5. Other Activities

Evidence from surveys shows not only that Institute members have a high level of activity in professional development but also that they are overwhelmingly in control of this development and, most frequently, undertaking the development as a personal initiative.

**How to Format CPD Recording**

You'll need to submit your CPD records for the last 2 years.

The guidelines for best practice are to:

- A. In addition to listing courses or activities, please describe your professional development in terms of **competence acquired**  
So you should record
  - 1) **what** you learned and
  - 2) **how** you applied it or will apply it in your jobThis can be either a few sentences next to each course or activity OR a general paragraph at the end reflecting more holistically.
- B. Record the amount of time spent on each activity, in minutes or hours

**Your Personal Professional Development Plan**

This should be your CPD plan for the next 12 months. This should include details of:

- A. What activities or courses you plan to undertake
- B. Why you've chosen these and how they fit into your ambitions for professional development