



Continuing Professional Development (CPD) Procedures & Allocation

Introduction

Continuing Professional Development (CPD) is the continuing acquisition of knowledge, experience and skills, and the development of the personal qualities necessary for the execution of professional duties throughout our working life. It takes into account both formal and informal CPD activities which may include technical, non-technical and practical subjects that form part of planned professional activities.

The Institute's policy on CPD is that all members should undertake CPD as detailed in this document. CPD is a valuable component of an individual's development. It helps to ensure that an individual's knowledge and skills remain up to date. The aim is to develop professional competence. CPD should be started as soon as a member joins the Institute.

The Meaning of CPD

CPD is a process of constantly updating personal skills and knowledge and is owned by the individual member. It involves: -

- Keeping up to date with the latest advances in fields of the fire safety, fire risk management, security and health and safety profession.
- Developing a deeper knowledge in fire safety management, fire risk management, security and health and safety.
- Maintaining and enhancing competence and increasing personal effectiveness.
- Improving general knowledge and life skills.
- Developing and supporting lifelong learning.

Examples of CPD (General Activities)

- Continuing education including obtaining formal qualifications.
- Attending conferences, workshops or seminars.
- Job training.

- Participating in distance learning and other self-development activities.
- Presentation of papers or contributions to professional publications.
- Presentation of training or preparation of training materials.

Examples of Formal & Informal CPD

Examples of formal CPD:

- Professional courses, seminars and conferences (where there are clear objectives and learning outcomes and supporting evidence can be provided if requested).
- Structured seminars/discussions where there is a learning outcome, for example, leading an online webinar on a technical topic.
- Formal learning and development within your company or organisation, for example attending in-house training on a technical subject.
- Formal teaching/training for others (providing interactive and participative tutoring and/or instruction for others which includes setting clear objectives and learning outcomes).
- Self-managed learning that has a clear learning outcome, clearly linked to the member's development needs.
- Computer based training where there are clear objectives and learning outcomes and an assessment measure, e.g. multiple-choice test.
- Taking part in online events/viewing video sessions relating to your professional role where there is a clear learning outcome.
- Technical authorship (writing articles, reports, manuals etc).
- Sitting on boards/committees that focus on technical matters, for example, advising on standards, and where there are clear learning outcomes.
- Attending an IFSM or other organisations technical meetings where there is a clear learning objective, such as a third-party expert attending and delivering a session which enhances your knowledge of a technical subject.
- Delivering a presentation on a technical subject where research and preparation have been required to enhance your own understanding/knowledge.
- Undertaking academic and other courses that have a clear link to your professional role, for example, fire safety/engineering courses.

Examples of informal CPD:

- Development of personal and practical skills through activities such as shadowing and delivering/receiving coaching.
- Informal learning and development within your firm or organisation, for example interactive and participative discussions with internal experts on specific technical topics.
- Informal teaching/training for others, such as facilitating a discussion session at a seminar or conference, or feeding information back to peers, boards or committees.
- Private study including reading online or paper-based trade publications, manuals, professional briefs, journals and listening to broadcasts/podcasts relating to your professional role.
- Mentoring (providing instruction, guidance and support to trainees, young professionals or students).
- Delivering a presentation on a technical subject that you already have expertise in and little or no research or preparation has been required.

Examples of Non CPD Activities:

Some examples of activity that cannot be considered CPD include:

- Social activities.
- Networking or meetings that have little or no relevance to your professional role.
- Running a personal website, blog or newsletter.
- Participation in marketing events.

The IFSM CPD Scheme

CPD is open to all members of the Institute who should plan to obtain at least twenty-five (25) CPD points in any one year. There is no formal start of the year, each member can start whenever they choose, but activities should be assessed over a twelve-month period.

Each member has unique professional aims and objectives. A Professional Development Record is a vital tool in helping to identify these and to plan to achieve them. The CPD record form is a personal record of an individual's achievement as well as an asset to any Curriculum Vitae (CV). A copy of the CPD record template can be downloaded from the Institute's website and an example is given at Appendix B to this document.

Allocation of CPD points will either be carried out by the Institute on formal activities (see Appendix A for sample certificate of CPD activity) or alternatively, anything that a member feels may be appropriate can be counted towards CPD. It is the learning outcome of CPD that is important, and points allocation is left to the individual. As a rule of thumb, any formal activities should attract one point for each hour of the activity undertaken and for personal and

non-formal activities e.g. reading professional journals etc, quarter to half a point for each hour spent on the activity.

Managing a CPD Plan

The following are some points to help an individual member to formulate and manage their personal CPD plan: -

- Form a view of where you are in your career.
- Identify personal needs by determining any gaps in skills and knowledge.
- Identify outside influences such as employer's needs and those of your profession.
- Develop a statement of personal aims and objectives.
- Develop a structured plan to achieve these.
- Record and summarise achievements on the CPD record.
- Review and update the plan at least annually. Evaluate the benefits that have been gained from your plan at this time.

Anything that an individual deems relevant, taking due notice of the Institute's guidance, may be counted towards CPD. It is the learning outcome of CPD that is important. The CPD record is a personal record of a member's professional development and should include their own comments and reflections on all the activities recorded.

The Institute's Role in CPD

The Institute encourages all members to participate in CPD so that they can take responsibility for their own development. Whilst the Institute validates its own activities and issues a distinctive certificate bearing its logo, it does not actively validate members CPD records. The Institute does, however, reserve the right to do so, should it be deemed appropriate.

Those members who are on the Institute's fire risk assessors register, at whatever level, *must* submit their past 12 months CPD record when they submit their annual registration fees.

The Employer's Role in CPD

The employer and employee should work as partners in CPD. Employers can contribute to CPD in a variety of ways: -

- By helping employees to identify future roles, assessing their professional ability and stating their CPD needs.
- By providing the opportunities for employees to gain experience and new skills.
- By supporting employees attending courses, seminars, conferences and other related activities.
- By assisting with counselling and monitoring progress.

- By encouraging employees to continue their professional development.

CPD points are allocated by the Institute for various activities related to the field of fire safety management. Activities that can attract CPD points are:

- Council organised events.
- Local Institute events organised by members.
- Outside organisations who wish to add CPD as a valued feature to their events and for which the Institute approves of those activities.
- Courses that are accredited by the Institute under their accreditation and approvals policy.

CPD Process

Organisations that have received accreditation from the Institute for courses which they offer, may request allocation of CPD points for each course. Once the allocation is agreed, the CPD logo will be issued for use on appropriate documentation e.g. certificates, which they will be able to produce for themselves. The Institute will not issue CPD certificates on behalf of the organisation. *The allocation will be carried out by the Accreditation Sub-Group.*

When requested, other activities, whether directly linked to the Institute or not, such as seminars, workshops, technical events etc. will be considered on an individual basis, subject to the appropriate criteria being met. If the activity is one that is organised by the Institute, CPD certificates will be issued to members upon request. Alternatively, local Institute activities may request a CPD and logo to be allocated to them for their own issue. If the request is from an outside organisation, the Institute will allocate CPD points and issue the relevant logo to be used by that organisation. *The Marketing and Publications Sub-Group will administer any requests for these activities and allocate CPD points accordingly.*

Allocation of CPD Points

For formally accredited courses, a sliding scale of CPD points issue will be used. The issue of CPD points is not calculated pro rata with the hours of duration of the course i.e. a one day course of 6 points and a four day course at 18 points etc.

This is for two reasons. Firstly, the intensity of study and focus for a one day course is more than for a longer course. Secondly, the Institute recommends that a member's full year of CPD activities is at least 25 points, so to give a full years CPD to a five day course (or more than that) would not be a credible allocation. Again, the Accreditation Sub-Group will be the final arbiter of the amount of CPD points awarded to accredited courses.

For all other activities, the Marketing and Publication Sub-Group will award CPD points on the basis of one hour activity equals one CPD point up to a maximum of six points for one full day's activity. Initial contact for allocation of CPD points for these types of activities will be either the President or Chairman of the Institute (whose roles are always allocated a place on the Marketing and Publication Sub-Group).

Appendix A



Continuing Professional Development Certification

This is to certify that



is awarded 6 hours Continuing Professional Development
for attendance of the Institute of Fire Safety Managers'

..... **Meeting**

at

on

President

