CPD1a 29/9/09 10:47 Page 1

Continued

Date	Description of Activities	Hours Recorded
	Total Hours	

I herby certify that the above summary represents a true record of CPD activities undertaken in the year

Signed Dated

Return completed record card to:

The Institute of Economic Development
PO Box 796
Northampton
NN4 9TS

Please keep a copy for your own records
This sheet will not be returned.

Institute of Economic Development
Inspiring people - Improving places

Continuing Professional Development

- Guidelines
- Personal Record Card

The Institute of Economic Development (IED) is committed to developing and promoting the highest standards of professional conduct, education and training among economic development practitioners.

The IED expects its members to maintain and extend their knowledge and skills throughout their professional career regardless of the length of their work experience.

The aim of the Continuing Professional Development (CPD) scheme is to help members meet their individual career aspirations and learning goals by providing a structured framework for measuring and recording their achievements.

What is CPD?

CDP provides a systematic way of recording learning activities undertaken. CPD has an important role in individual career development. It strengthens your professional standing; supports you in meeting the needs of your employer and helps in building your cv. At the same time it offers a progression route within IED itself. CPD is one of the criteria used to help Associate Members to become Full Members and for Full Members to apply to become Fellows.

Who does CPD?

The CPD scheme covers all Fellows, Member and Associate Members of the Institute. Student members and Non-practising members are not required to take part in the Scheme, although some may want to do so as part of their own personal development programme.

What counts as CPD?

Many different activities can qualify as CPD and you need to consider which are most appropriate to your own circumstances.

It is not just about academic or technical expertise, CPD also includes the development of personal qualities needed to carry out managerial and technical duties. Neither is CPD restricted to formal training courses. We recognise the relevance of other methods of learning especially for example peer group learning and shared experience and the CPD scheme goes some way towards bringing these approaches together.

The scheme is, nevertheless, weighted to reflect the degree to which activities reflect professional rather than personal development. A brief indication of some of the activities or events which would provide an opportunity to meet the CPD requirement is listed below.

There are three main categories of activity:

Structured Professional Learning

- Training courses and seminars (in-house or external) in any topic of relevance to your professional development
- Continuing education resulting in qualifications (through full/part-time study, distance learning etc)
- Long-term research projects (6 months or more)
- Courses in relevant but non-economic development subjects (e.g. languages, information technology etc)

Professional work-based activities

- Development of business, personnel & management skills
- Staff training and the preparation of training materials
- Special project work
- Preparation and presentation of papers either for delivery or for publication
- Attendance at IED branch meetings

Self-directed and informal learning

- Structured reading
- Research
- Participation in local business or voluntary groups

How CPD works

The scheme has a two-year timetable which is designed to provide flexibility. IED recognises that many activities take place over a period of time and often straddle calendar or financial years. New members will enter the scheme with effect from the nearest appropriate date.

You need to achieve a minimum of 50 CPD points in each two-year cycle. Points are awarded on the basis of one point per training hour up to a maximum of 3 points for a half-day course and 6 points for a standard one-day course. Longer events will be counted as multiples of full or half-days. There is no maximum for CPD- it is up to you to decide what you need to do to keep up to date technically and to be personally effective and then to act accordingly.

Under normal circumstances the two-year period should continue as from the original start date and should not be changed when the required number of points is achieved. So, for example, if you do not record many points in year 1, you can top them up by doing more in year 2 to achieve the required 50. If at the end of year 2 you have recorded more than 50 points, the balance (up to 25 points) can be carried forward to year 3. Thus the two year period becomes a “rolling” period. By applying this rule we hope to prevent professional development from becoming merely a points scoring system. Where special circumstances apply, details should be submitted to the scheme administrator for consideration.

CPD Records

For the scheme to have validity, there must be a process of monitoring and assessment.

It is your responsibility to keep a record of the CPD activities you have undertaken. At the end of each year, you should complete a summary sheet like the one attached, sign the declaration and send it to the IED office. You can send this in as a hard copy or by fax or email. The information will be recorded and will be subject to random sample monitoring so you should keep more detailed information in support of the summary.

Should employers support CPD?

The Institute urges employers to support its members in their efforts to improve their competence and effectiveness via CPD. To have access to a continually-developing, competent economic development professional makes good business sense for the employer whilst individuals who commit themselves to CPD will become more effective contributors to their employers’ and clients’ businesses.

Summary of Continuing Professional Development for the year 20__

Name Member Number

Date	Description of Activities	Hours Recorded