

## **Continuing Professional Development (CPD)**

### **Information and Procedures**

#### **Introduction**

CPD is the continuing acquisition of knowledge, experience and skills, and the development of personal qualities necessary for the execution of professional duties throughout the working life. It takes into account both technical, non-technical and practical subjects that are part of planned professional activities.

*The Institute's policy on CPD is that all members should undertake CPD. This should be done on a voluntary basis, but should be treated seriously as part of an individual's development. 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, security and health and safety profession.
- Developing a deeper knowledge in fire safety management, security and health and safety.
- Maintaining and enhancing competence and increased personal effectiveness.
- Improving general knowledge and life skills.
- Develop and support lifelong learning.

#### **Examples of CPD 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

## **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. The Institute acknowledges and confirms that for across CPD activities, the term 'points' are equivalent to 'hours'. 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 CV. A copy of the CPD record 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 point's 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.

Members who have received accreditation for courses which they offer through their own company or employer may request allocation of CPD points for each course. The allocation should be done by the Accreditation Sub-Committee. Once the allocation is agreed the CPD logo will be issued for the member or their organization to use on appropriate documentation e.g. certificates, which they will be able to produce for themselves.

Other activities, whether directly linked to the Institute or not, such as seminars, workshops, technical events etc. can be considered on an individual basis subject to appropriate criteria being met. The Marketing and Publications Sub-Committee will administer any requests for these activities and allocate CPD points accordingly.

The information regarding validation to be found in the paragraph below, under the heading 'The Institute's Role in CPD', should be noted.

### **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 feels is relevant 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 achievement and should prove a valuable addition to any CV.

## **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.*

## **The Employer's Role in CPD**

The employer and employee should work as partners in CPD. Employers can contribute to CPD in a number 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.



## 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 .....

Secretary General

*Jo Griffin*

