

CPD – Made Simple

What is CPD?

In your educational and professional life, you may come across the term CPD. But what does it stand for, and what does it mean for you?

The acronym usually stands for:

**Continuing
Professional
Development**

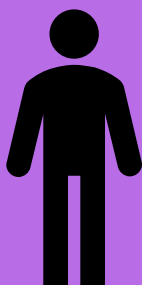
Occasionally, companies and educational establishments may use the term **CPPD** – the second P standing for **Personal**. The term CPPD **means the same** as CPD.

CPD or CPPD is used in reference to the learning activities you have undertaken as a professional to **engage with or develop your skills**. It helps you to be aware of the knowledge you are gaining in a proactive way.

Here are some examples of CPD in action:



Sarah is an English teacher at a secondary school. Over the course of the academic year, she attends a variety of teacher training workshops, English literature and language seminars, and colleague mentoring sessions. She also undertakes research in her subject area for the department, reviews books and journal articles, and chairs team meetings at school.



Mohammed is a nurse working in a busy hospital. He continues his skills development through a university-led course in his field of interest, learning events such as workshops and conferences, and enquiry-based research. He also completes mandatory training based in the hospital, and conducts coaching and mentoring sessions with colleagues.

What is the difference between a CPD *plan* and a CPD *record*?

Lots of people get confused between a CPD plan and a CPD record, but it's actually very simple and there is no cause to worry.

A CPD plan is a **plan you make regarding your *future* skills and knowledge development.**

A CPD record is a **record of the CPD you have *already* undertaken as part of your professional role.**

CPD planning

When you create a CPD plan, it is important that you think about how to make it relevant to you in your professional role. A few factors to bear in mind are:

- Your **job description**:
 - What skills and knowledge are relevant to your role?
 - What actions do you need to undertake in your role which can be developed further through CPD?
 - Are there areas which are constantly changing – e.g. technology – that you need training on?
- Your **age and seniority**:
 - Are – or will you be – responsible for mentoring, chairing meetings, making decisions, etc., within your department?
 - Are you in a managerial or leadership role?
 - What else do you need or want to know in relation to your role?
- Your **career aspirations**:
 - What skills and knowledge do you need to achieve your career aspirations?
 - What else do you need to know that will improve your productivity in your role?

Other things to think about might include:

- Things you want to improve on a personal level
- The level of detail you require
- What your organisation/business can do for you, and what resources they can afford you
- How much spare time and money you have
- The feasibility of CPD activities – i.e. are your planned activities realistically achievable?

Example CPD plan:

Name: D. Sharif		ID No: 000001
What do I want/need to learn?	What skills do I need to develop to achieve this?	What activities will I undertake?
Gain more knowledge of the museum and heritage sector in regard to business and marketing	Business acumen Knowledge of the museum and heritage sector	Conference on business and marketing <i>16th January, Manchester</i> Training day on business skills <i>3rd March, Leicester</i> Conference on improving the presence of the museum and heritage sector in the UK <i>12th-13th August, Manchester</i>
Develop people management skills	Understanding of basic people management skills Conversational skills	People management workshop <i>22nd February, Leeds</i> Workplace-based session <i>4th April, Leeds</i>
Develop own specialist knowledge of the UK Restoration Period	Researching skills	Open University course <i>Three-year degree course</i> Personal research <i>On-going</i>

Your CPD plan **does not have to look exactly like this**. However, this does illustrate the kind of thing you should be looking to include in your own CPD plan.

Depending on your place of work, there are different ways that your CPD plan will be laid out. Remember, though, that **the content is the most important aspect**.

CPD record

Your organisation may already have a record of your CPD that you can easily print out when needed. Other organisations require you to keep a record for yourself.

Remember: CPD that is relevant to your job role and the business you work for will usually be practice-supported. However, CPD that is not directly relevant to the business may have to be done in your own time.

Example CPD record:

Name: D. Sharif		ID No: 000001		Hours required: 20	
Activity		Date		Hours credit	
Attended a conference on business and marketing by BusinessTrainerUK in Manchester <i>Was able to learn a lot about how business and marketing, which prompted thought on how this could be implemented to improve the museum and heritage sector's monetary intake.</i>		16.01.2017		3 hours	
Attended training day on business skills ran by senior professor of Business and Marketing at De Montfort University <i>Developed skills relating to business, and learned about different theories of business, particularly Ansoff's product/market growth matrix.</i>		03.03.2017		6 hours	
Attended a two-day conference on improving the presence of the museum and heritage sector in the UK <i>Learned about new schemes that are in place to improve footfall in UK museums and heritage sites. Also discussed how to get more people interested in the heritage sector.</i>		12.08.2017 to 13.08.2017		6 hours	
Attended people management workshop ran by Leeds City Council <i>Attended workshop along with other Leeds City Council employees and learned about varying techniques of people management, and how to apply these techniques in our own individual areas of work.</i>		22.02.2017		4 hours	

Arranged and attended a workplace-based workshop session on confidence and people management <i>Learned how to be a better management presence, how to take on this role confidently, and make a difference.</i>	04.04.2017	2 hours
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Again, please remember that your CPD record **does not have to look exactly like this**. Your record will likely be much longer and more detailed. As with your CPD plan, **the content of your CPD record is the most important aspect**.