

The New CPD System



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Continuing Professional Development

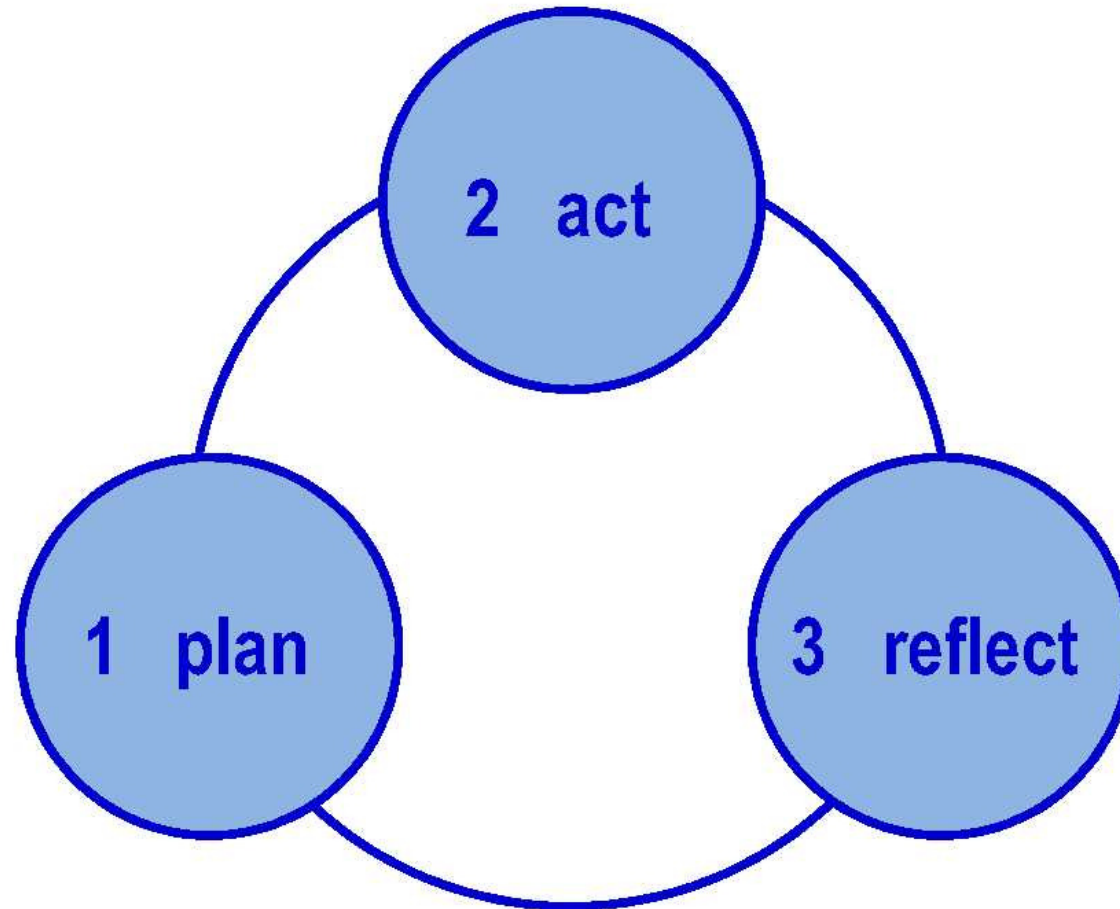
'The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for carrying out professional and technical duties throughout a working life.'

An organised way for professional geologists to maintain and develop the standards of technical and professional competence required for their work. As well as broadening their knowledge, CPD gives assurance to their employers, and to society in general, that they are professionally competent.

New CPD System – 1

- CPD planning and recording required for all Chartered Fellows (ie, for Fellows with CGeol and, or, CSci) and for Fellows aspiring to Chartership
- undertaking and recording CPD is very strongly advised for other Fellows who are professionally active
- as before, CPD is a recursive, reflective system of:
plan → **act** → **reflect**
based on experiential learning

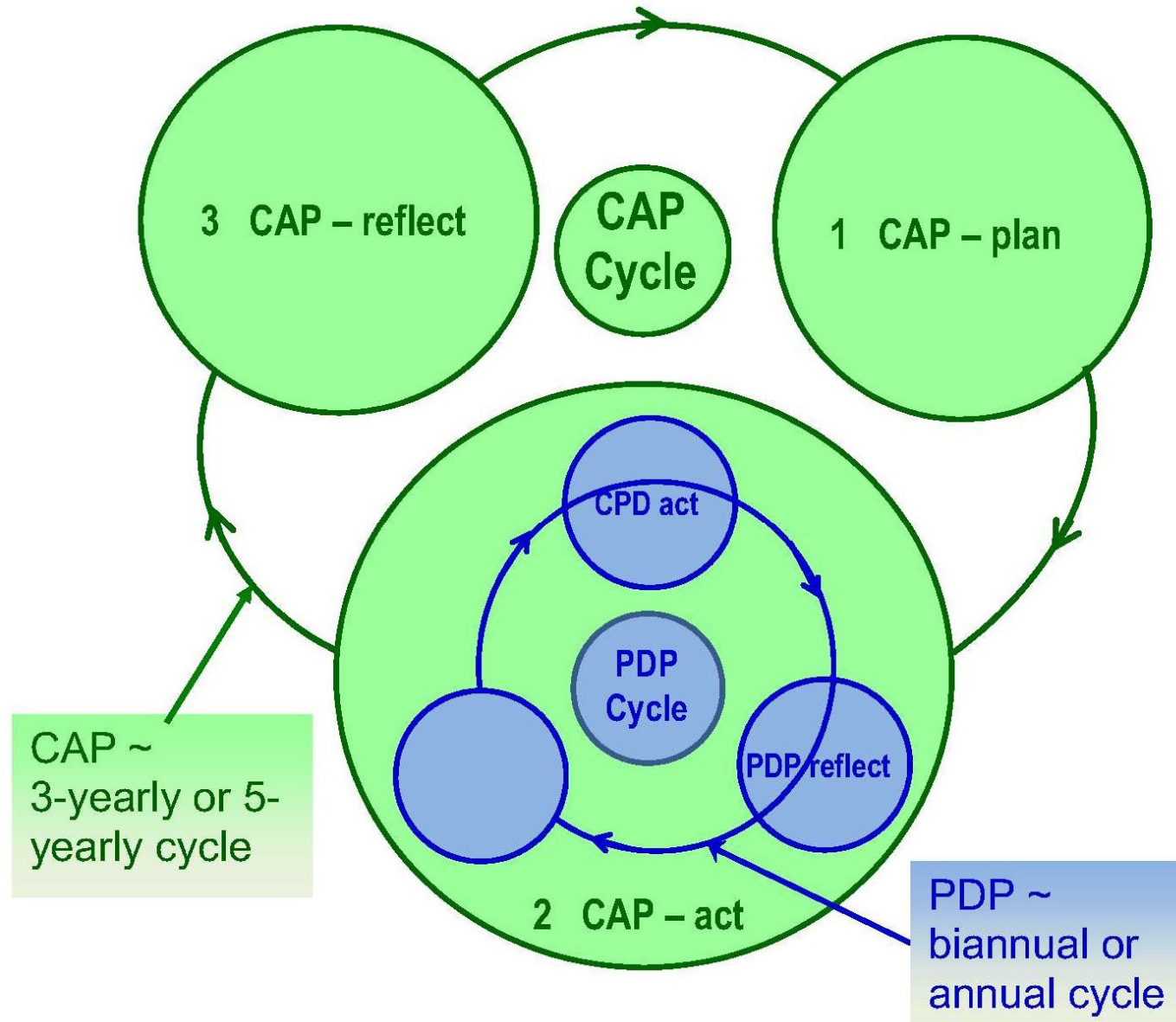
The PDP Cycle of CPD



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Basic 3-stage cycle of a PDP

Combined CAP & PDP Reflective Cycles



New CPD System – 2

- CPD is no longer weighted points-based;
- it is a simpler system;
- solely time-based in un-weighted hours;
- a greater number of activities identified;
- activities are re-categorised with six main categories, best displayed using a Mind Map, explained in the next few slides

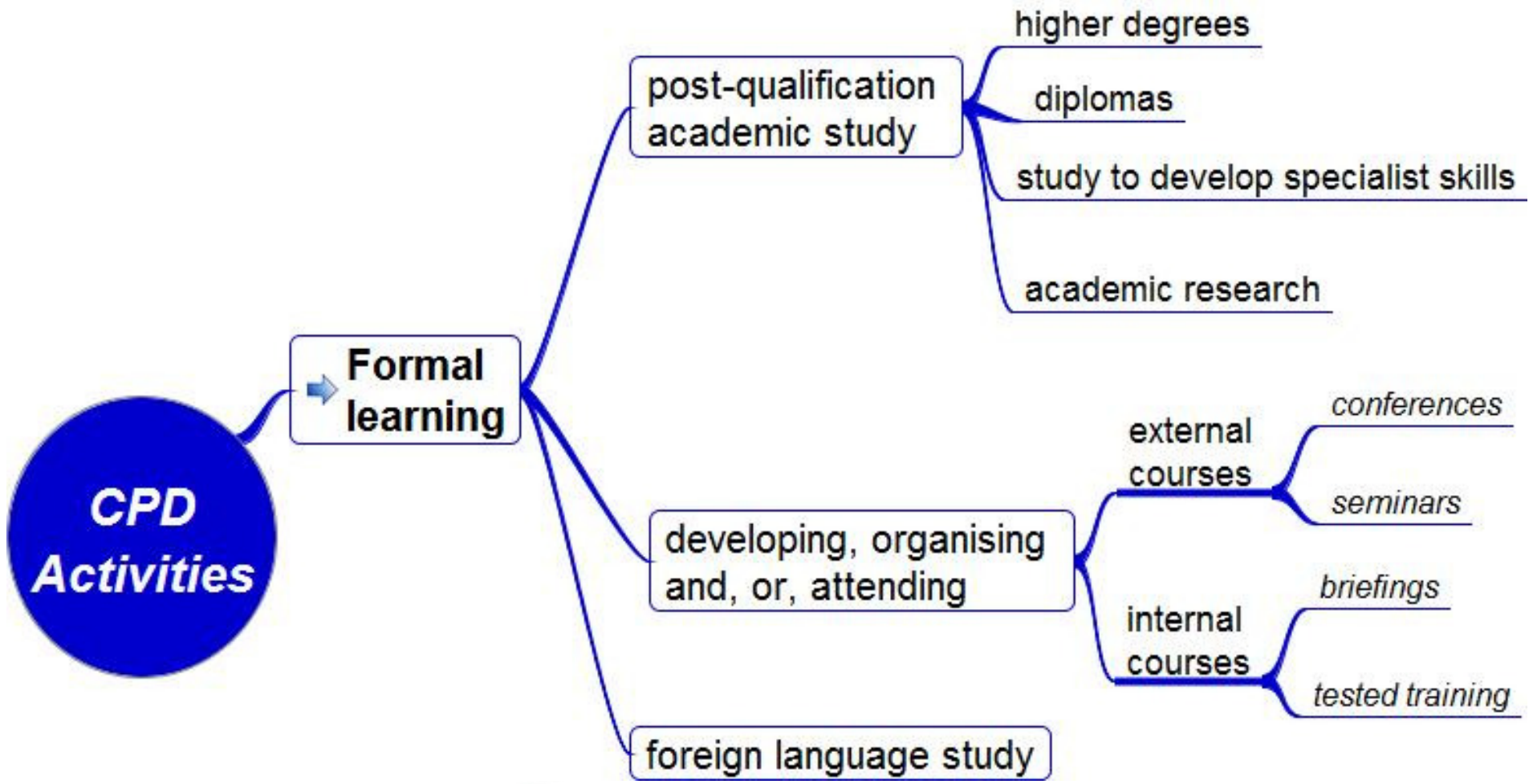


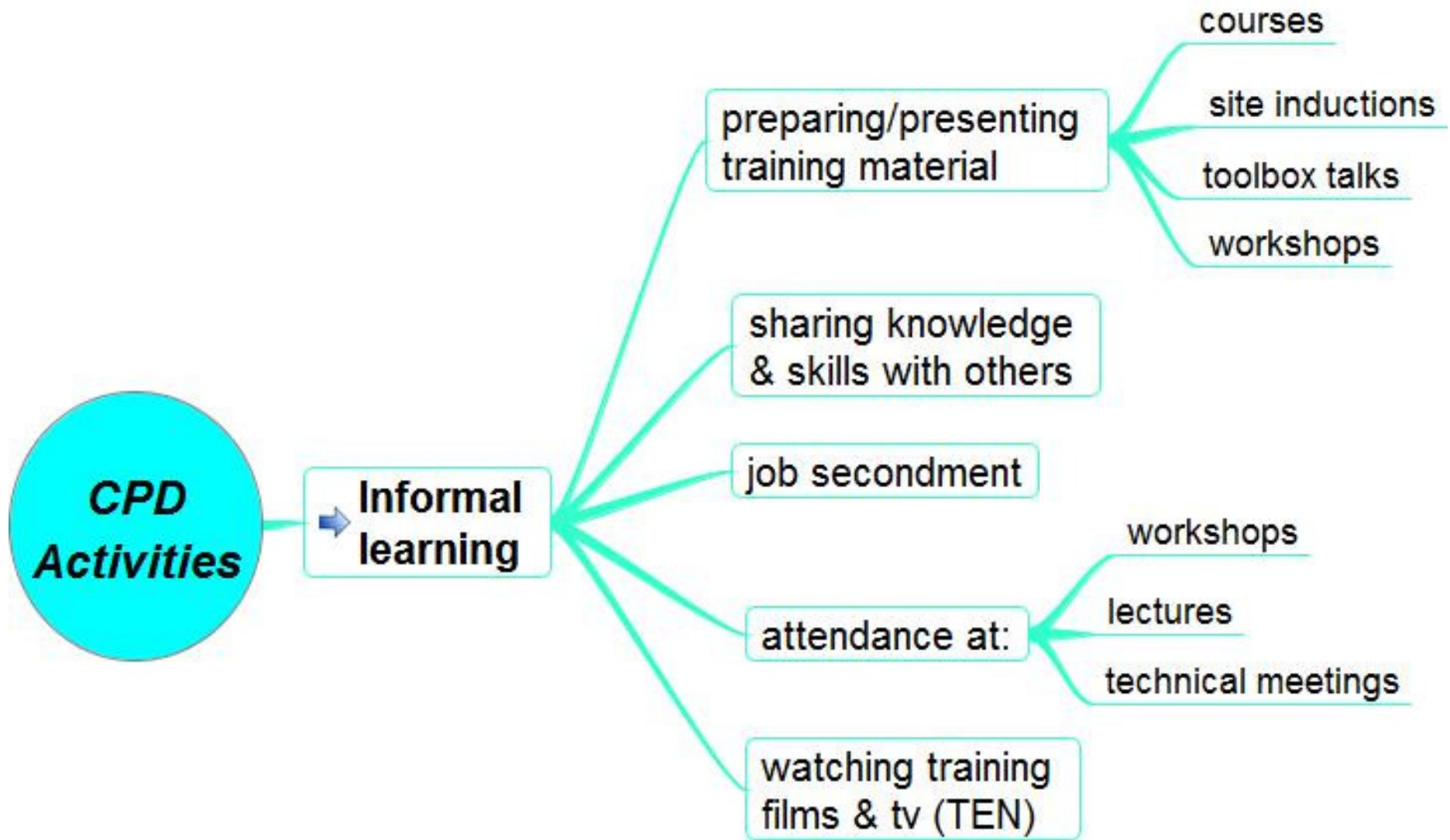
CPD Mind Map



Main CPD Categories







**CPD
Activities**

➔ **Other**

developing business skills

communication

oral
written

leadership

negotiating

financial skills

bidding
marketing

IT & computing

strategic thinking
& planning

working groups

focus groups

forums

panels

promoting geology
to non-professionals

press interviews

newspaper/magazine articles

talks to lay/amateur societies

preparing & leading field courses & excursions

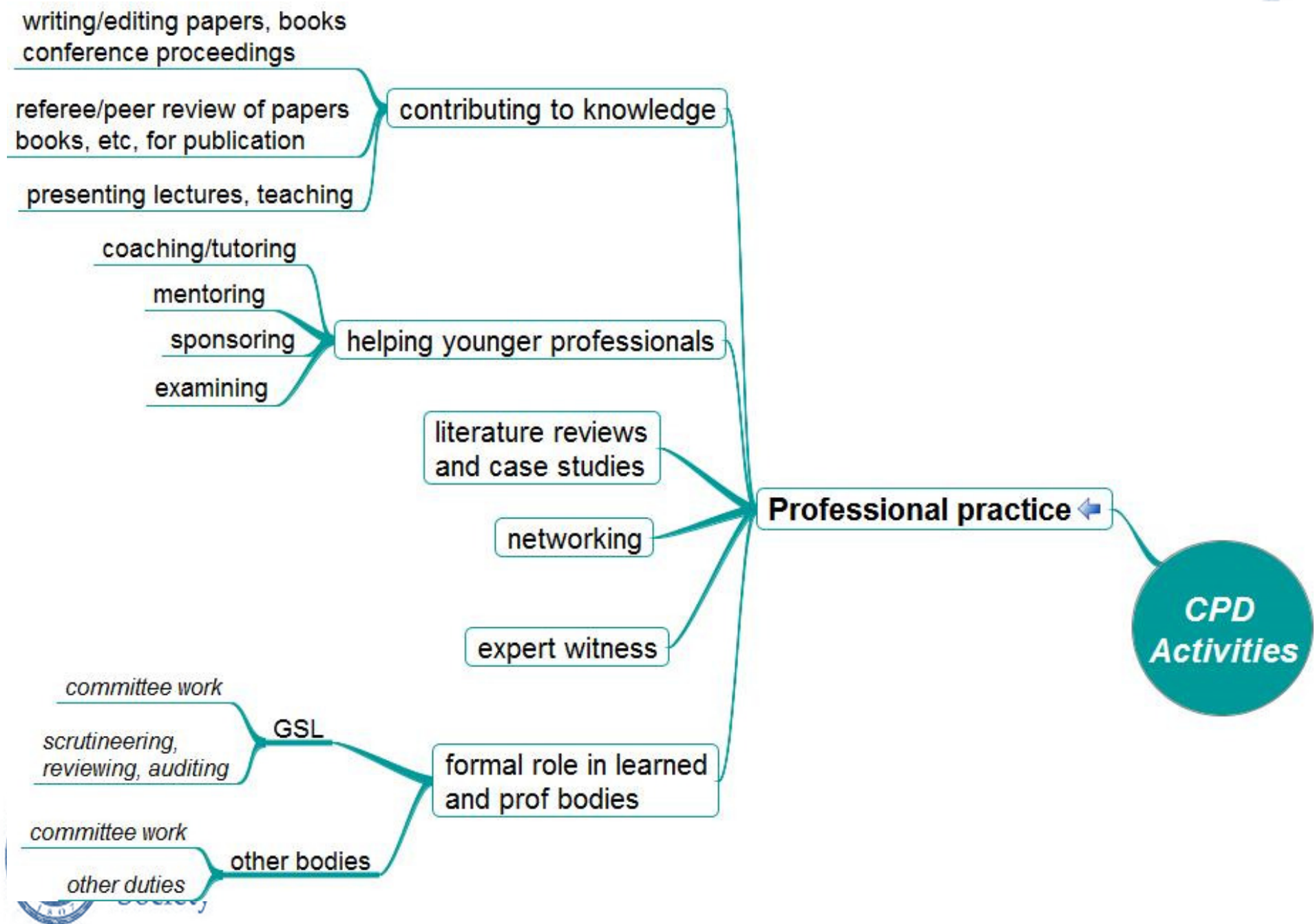
volunteering

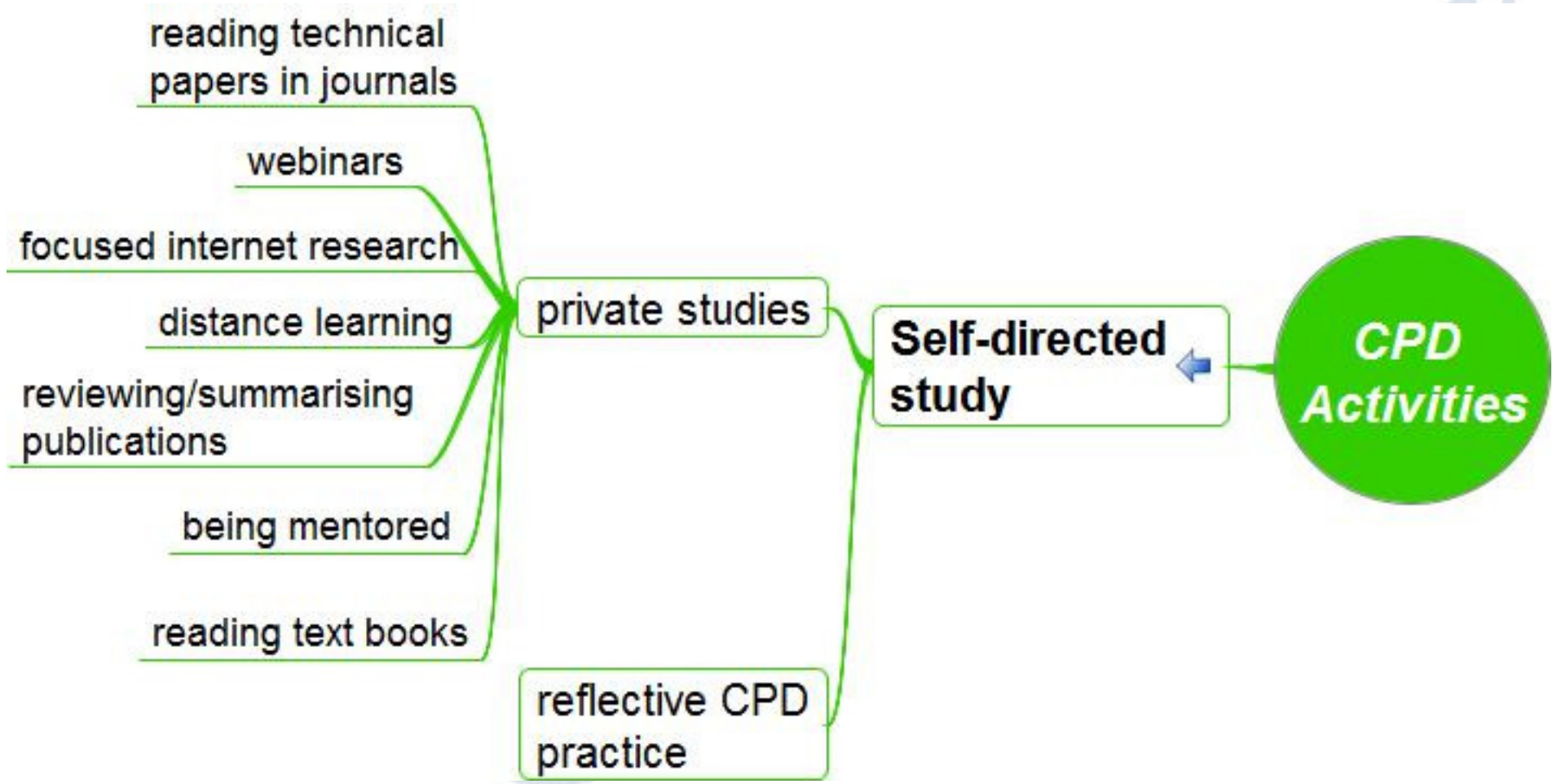
STEM

WISE

RIGS









How Much CPD – 1

For most Chartered Fellows, ie, those in full-time employment:

- 90 hours minimum CPD must be recorded in at least 3 different categories
- with the following limits:
 - 30 hours in the On-the-Job category;
 - the remaining 60 hours (= 90-30 hours) of CPD should be spread across *at least 2* of the remaining 5 new CPD categories;
 - Of these remaining 60 hours of CPD, at least 30 hours must be focused on career development and work-associated skills enhancement outside the On-the-Job category



How Much CPD – 2

- there is no upper limit to the amount of CPD that can be completed in any year
- time in excess of the minimum total, but not exceeding 20 hours pa may, if so desired, be carried forward



Minimum Amounts of Annual CPD for Chartered Fellows in Various States of Work

| Work Status of Fellow | Min annual CPD, total hr | Min total CPD hr in On-the-job learning | Max annual carry-over of excess hr |
|---|--------------------------|---|------------------------------------|
| Early career (pre-Chartership) Fellows | ≥ 90 | 30 | 20 |
| All Fellows in full time employment, or on sabbatical leave | ≥ 90 | 30 | 20 |
| All Fellows in part time employment (eg, work sharing) | ≥ 50 | 16 | 10h |
| All Fellows on extended leave (carers, parental leave, prolonged illness, etc) (but with special pre-arranged GSL dispensation, 50% of these hours may, exceptionally be allowed) | ≥ 40 | 0 | 8h |
| Retired Fellows offering occasional professional services, or those who wish to retain their chartered status, and unemployed Fellows | ≥ 50 | 0 | 10h |
| Retired Fellows not offering professional services or who do not wish to retain their chartered status | Optional | 0 | — |

Recording CPD – now

GSL's online CPD recording system has been revised:

- It is more user-friendly, with increased functionality and is available for use now using the new log book, available as a download
- online recording will be operational from later this year



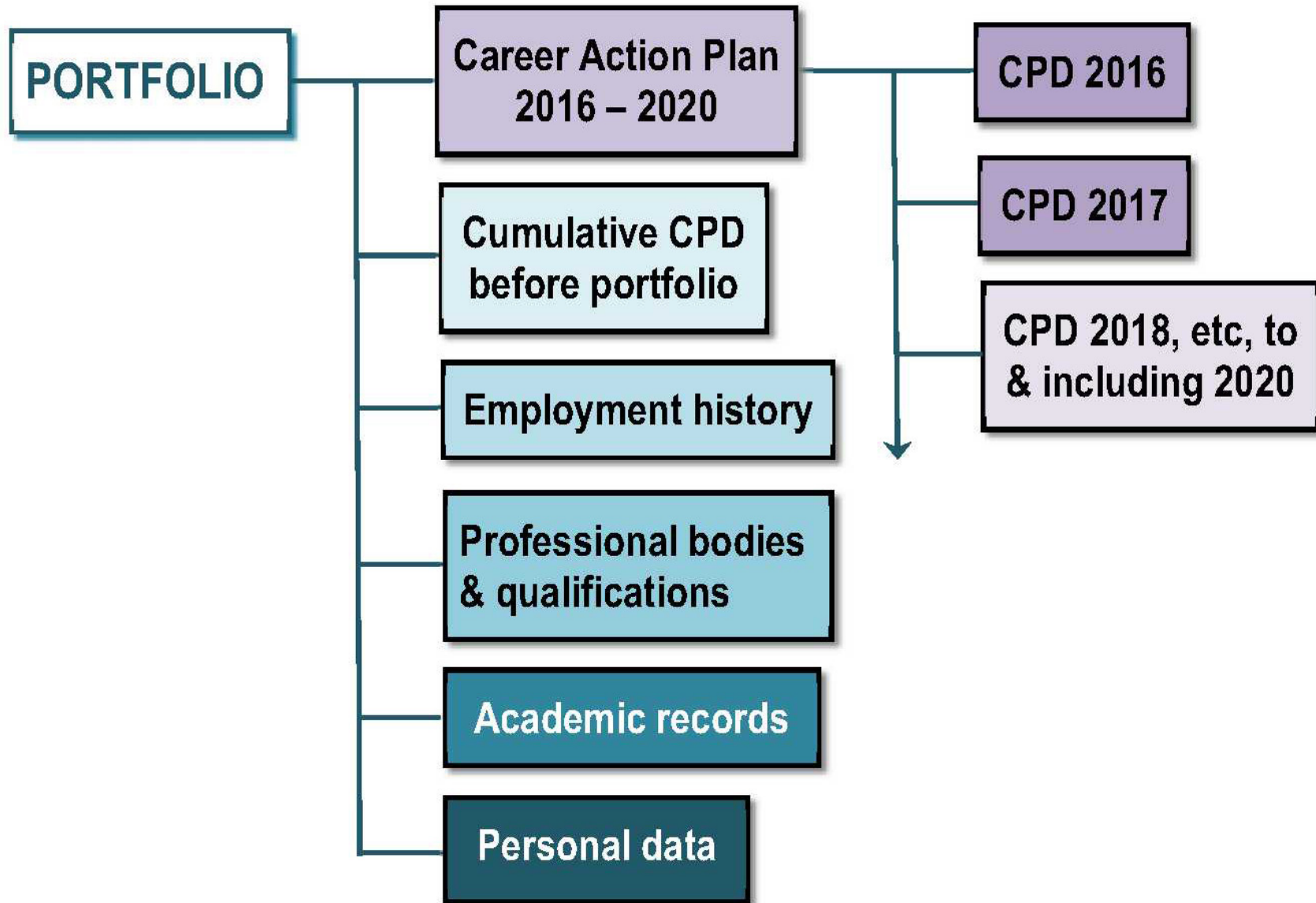
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Recording CPD – future

- 1st class online cloud-based Fellows' career resource (electronic career portfolio)
- user-friendly system suitable for smart devices on a variety of platforms, to record & manage CPD



Possible Structure of an Electronic Career Portfolio



Other CPD Recording Options

- the Society's on-line system is preferred;
- however, it is equally acceptable to use another system, where the relevant information is recorded;
- this is uploaded to the new personal career portfolio at the end of the year



Essentials to be Recorded to Conform with GSL's new CPD System

for each year:

- a statement of the planned goals and objectives;
- a table for recording all CPD events;
- a summary of hours gained in each CPD category
- a short reflection on what was achieved, including an indication of which objectives were not achieved and why;
- a brief discussion of events undertaken that were not in the plan



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Data to be Recorded for each CPD Event

- the date of the event;
- the CPD category;
- a brief description of the event, including a note of the provider (if it is a course);
- the number of hours spent; and
- any evidence of participation, ie, keep a record!

