

# RECORD OF CPD ACTIVITIES

FOR YEAR ENDING 31<sup>ST</sup> DECEMBER 2006

Please see over for IMPORTANT INFORMATION and NOTES FOR GUIDANCE



**Please note:** Certificates are not required at this stage

Name.....MN..... Address..... ..... ..... ..... <p style="text-align: center;"><b>This form is to be completed and returned by 31<sup>st</sup> December 2006 to;</b>                  The Membership Manager                  IHEEM                  2 Abingdon House, Cumberland Business Centre                  Portsmouth, PO5 1DS.                  Telephone; 023 9282 3186 Fax; 023 9281 5927,                  E-mail; <a href="mailto:membership@iheem.org.uk">membership@iheem.org.uk</a> Website; <a href="http://www.iheem.org.uk">www.iheem.org.uk</a></p>	<p style="text-align: center;"><b><u>IHEEM OFFICE USE ONLY</u></b></p>   Year.....Hours.....Sent..... Reviewers..... Comments..... ..... .....
--	---

<u>DESCRIPTION OF CPD ACTIVITY</u> Please continue on separate sheet if necessary	<u>TYPE OF ACTIVITY</u> i.e. In-house training/IHEEM seminar	<u>DATE</u>	<u>NUMBER OF HOURS</u>

**INDIVIDUAL PLAN FOR YEAR ENDING 31ST DECEMBER 2007** (See item 4 below)

**NOTES FOR GUIDANCE**

**1. IHEEM Requirements;**

IHEEM requires that all Corporate Members submit to the Institution on an annual basis a record of their CPD activities. In addition to this, a statement of intent for an individual CPD plan for the forthcoming year should also be submitted.

IHEEM states that "all individual members are expected to be committed to continuous learning and improvement, own their development, and manage their development in a systematic manner, in particular through the processes of review, plan, action and evaluation. They must provide evidence of their development, when required, and focus development on achieving outputs, defined through professional or other competence standards."

**Professional Development, as evidence of commitment, is a clear obligation through IHEEM's Code of Conduct.**

**2. Definition;**

The process of CPD is essential in maintaining and developing professional competence. "CPD is an integral part of the dual process of maintaining up to date professional competence whilst working within a mature understanding of the professional codes".

**All Members of IHEEM are required to keep a record of their CPD activities to be monitored by IHEEM.**

**3. CPD Activities;**

The following activities are a guide as to what can be classified as CPD. Please note that these are not exhaustive.

- |   |   |
|---|---|
| i) IHEEM seminars                         | ii) IHEEM local branch meetings                 |
| iii) IHEEM local and national conferences | iv) On the job learning                         |
| v) Private reading and study              | vi) Writing of papers/articles                  |
| vii) Giving presentations/lectures        | viii) Professional institutional committee work |
| ix) In-house training                     |   |

**4. Individual Plan;**

Members should plan CPD identifying their needs and detailing the action required for the following year(s), taking into account the following areas;

- |   |  |
|---|--|
| i) an audit of experience, skills and knowledge | ii) career intentions, short and long term |
| iii) relevant personal interests                | iv) learning opportunities available       |
| v) the employers business objectives            | vi) requirements of IHEEM                  |

**5. Evaluation;**

Where possible, members should also include a brief evaluation of each activity, detailing what they feel they have learnt from the activity, whilst identifying their skills and competencies.

Signed.....Date.....