

## Continuing Professional Development AE (MD)

As part of the re-registration requirements each AE (MD) must provide a CPD record giving a summary of activities relevant to the MD of at least 30 hours since their last registration

Continuing Professional development is the systematic maintenance, improvement and broadening of your knowledge and skills and the development of personal qualities necessary for the execution of professional duties throughout your working life. The process enables you to stay ahead of your profession.

### Where to start?

When you begin your CPD for the year you should start by asking what you want objectives and skills you would like to achieve, and the best way to achieve them.

You could also think about who could help you with achieving CPD. Employers, mentors and professional institutes all should offer opportunities for CPD.

It is a good idea to make sure targets are set early in order to spread the hours needed throughout the year and balance achieving CPD with other commitments.

### Determine the skills you need

Whatever the stage of your career, it is helpful to determine what competencies you will need. Think about both technical and inter-personal skills. Often, improving your inter-personal skills can greatly raise overall performance.

It takes time to develop competencies – we are all competent to different levels of expertise in different areas. You may wish to develop some of these competencies to a very high level, while it may not be important to improve others.

To remain competent in a particular area, you need to use that knowledge with its associated skills regularly or you may lose proficiency.

### Plan to achieve

Having set your goals, prioritise them. Understand yourself, consider how you learn best and choose the type of learning, activities that will be the most effective for you. There are various ways of learning such as learning on the job and from colleagues, studying privately and attending courses.

## **Record your Learning**

It is important to keep records of what you have done and what you have learnt. Remember to keep focussed on the areas you wish to develop and link learning to those areas.

Please use the CPD record template provided to record all your CPD. The Panel will then be able to review the activities and hours you have achieved efficiently.

## **Evaluation and Review**

You should evaluate and review your progress regularly. Aim to evaluate what you have learnt and put it into practice. Reviewing your current position will serve to demonstrate how you are meeting your original objectives and allow for amendments. This is a useful exercise when preparing for performance appraisals, updating your CV or preparing for a job interview.

By taking ownership of your career and its continuing development and by planning and focussing your professional development on specific competencies you will make progress towards achieving your goals.

## **CPD Activities**

The following activities are a guide to what can be classified as CPD, but are not exhaustive:

- Professional institute technical meetings
- Professional institute Regional or Group meetings
- professional institutional committee work
- On the job learning
- Private reading and study
- Reading or writing of papers, articles and professional Journals
- Occasional lecturing
- In-house conferences or presentations
- academic studies including vocational qualifications
- undertaking relevant courses
- Giving or receiving Mentoring