**RECORD OF PROFESSIONAL AND PERSONAL DEVELOPMENT (PPD)**

**PLEASE READ THE GUIDANCE NOTES AT THE BOTTOM OF THIS FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Membership No/Grade:** |  |
| **E-mail:** |  | | |
| **Job title:** |  | | |
| **Workplace:** |  | | |

**Please state your Aims and Plan for the PPD you will carry out over the next 12 months**

**Please read the ‘Guidance for the allocation of PPD points and Categories of Learning Activities’ before completing this form.**

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| *Please complete all sections* | | | | | | |
| **Date undertaken** | **Time spent undertaking: the activity** |  | **Points awarded1**: |  | **Category2:** |  |
|  |
| **Title:** | | | | | | |
| **Brief Description of activity**: | | | | | | |
| **Values obtained** | | | | | | |
| **Learning outcomes:** | | | | | | |
| **Skills acquired**: | | | | | | |
| **How it has benefited the quality of my practice**: | | | | | | |
| **How it has benefited the users of my work**: | | | | | | |
| **Reflections**: | | | | | | |
| **Verification** (eg, certificate, line manager approved, self-approval**):** | | | | | | |

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*\*If you have undertaken more than 8 activities, copy and paste the activity table to create more.*

**Guidance for the** **Allocation of PPD points and categories**

Each activity can be given upto a maximum of 3 points.

If the activity spans more than one day you can only award **more than 3 points**, if you can clearly demonstrate that there were different learning outcomes and skills acquired on different days. We would advise that for these instances, it would be easier to make two entries.

**Allocation of CPD Points 1**

|  |  |  |
| --- | --- | --- |
| **Duration of activity** | **Work-related\*** | **Non-work related** |
| 30 mins – 1hr | Up to 1 point (**see table 1**) | 0 point |
| 1 - 4 hrs | Up to 2 points (**see table 2**) | 1 point |
| 4 + hrs | Up to 3 points (**see table 3)** | 2 points |

\*must include a measure of the usefulness of the event

**Table 1:**

|  |  |  |
| --- | --- | --- |
| **Work-related activity** | **Value to individual** | **Criteria** |
| 30 mins - 1hr | 0 point | Minimal benefit |
| 1 point | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use (Refresh and Update) |
| 1 point | Extremely useful for developing new skills for work activities and inspired development activity (Extremely useful) |

**Table 2:**

|  |  |  |
| --- | --- | --- |
| **Work-related activity** | **Value to individual** | **Criteria** |
| 1 - 4 hrs | 0 point | Minimal benefit |
| 1 point | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use (Refresh and Update) |
| 2 points | Extremely useful for developing new skills for work activities and inspired development activity (Extremely useful) |

**Table 3:**

|  |  |  |
| --- | --- | --- |
| **Work-related activity** | **Value to individual** | **Criteria** |
| 4 + hrs | 0 point | Minimal benefit |
| 2 points | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use (Refresh and Update) |
| 3 points | Extremely useful for developing new skills for work activities and inspired development activity (Extremely useful) |

**\*This could refer to either work-related activities, professional activities, formal & educational activities and self-directed learning.**

**Categories of development 2**

PPD should be a mixture of activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following categories (no one type of activity should be used for more than 40% of all activities):

|  |  |
| --- | --- |
| **1** | **Work based** (e.g. acquiring new skills, refining existing skills, devising/delivering training programmes, writing articles/papers, reflective practice) |
| **2** | **Professional activity** (e.g. involvement in a professional body, mentoring) |
| **3** | **Formal / Educational** (e.g. attending conferences, obtaining qualifications) |
| **4** | **Self-directed learning** (e.g. reading journals, reviewing books / articles, researching topics) |
| **5** | **Other** (e.g. voluntary work, public service, non-work-related studies) |

This is to ensure you make the most of your PPD activities.

This list above is not an exhaustive list of the types of activities that can count as PPD activities.

The best type of learning activity is one which allows the individual to interact with other professionals, but it is impossible to provide guidelines for all types of activities.

Diversity is encouraged as, without it, PPD activities would be less effective.

More details and examples of these types of development activity are available on the IST website or by contacting our registrations email to request advice and support.

**1.** A minimum of **15 points** is required on a balanced portfolio of development activities for each 2 year cycle as described in **Allocation of CPD Points** **1**, Tables 1, 2 and 3.

**2.** Development should include activities in at least 3 of the 5 categories listed in **Categories of Development2**, and any one type of activity should not comprise more than 40% of total activities.

**An example CPD entry is given below on the next page.**

**Example of completed PPD record**

|  |  |  |  |  |  |  |
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| *Please complete all sections* | | | | | | |
| **Date undertaken** | **Time spent undertaking: the activity** | 5hrs | **Points awarded1**: | 3 | **Category2:** | 3 |
| 6th Jan 2016 |
| **Title:** Carriage of Dangerous Goods by Air Course | | | | | | |
| **Brief Description of activity**: A course to get certification to be able to sign off packages for carriage by courier that contain dangerous substances | | | | | | |
| **Values obtained** | | | | | | |
| **Learning outcomes:** Ability to know how to assess and advise on how to label and package, packages for carriage by courier that contain dangerous substances. | | | | | | |
| **Skills acquired**: Knowledge of how to use the relevant guides and other resources to identify and categorise different dangerous substances. | | | | | | |
| **How it has benefited the quality of my practice**: I now understand and am qualified to sign off packages that are to be couriered, which contain dangerous substances. Previously I was unable to do this and relied on persons in other departments to me to do this. This often meant waiting on them, and time wasted chasing them. Particularly frustrating when the packages had perishable goods in them. | | | | | | |
| **How it has benefited the users of my work**: Less time between requesting packages getting approval for courier pick up and actual courier pick up. This means valuable perishable items are less likely to be damaged. It also means that we are complying with the law and will not have incorrectly packaged and labelled boxes returned to us when they fail to pass through customs etc.. Basically they get a better service with faster turn around and less returns. | | | | | | |
| **Reflections**: Having done this course I believe that I am now the bottle neck for couriering packages. It is certainly more efficient than previously but the department would benefit from having more people certified, in different locations, so people don’t have to chase me down and so that there are alternatives when I am on leave/unavailable. To this end I am going to recommend to my line manager that we get some in house training for a cohort of technical staff. What is also clear is that when I am dealing with this I am having to tell people to go back and change the way in which they have labelled and packed their substances. I need to provide some written/online guidance for them to make this more efficient. | | | | | | |
| **Verification** (eg, certificate, line manager approved, self-approval)**:** Attendance Certificate | | | | | | |