**RECORD OF PROFESSIONAL AND PERSONAL DEVELOPMENT (PPD)   
FOR AI PROFESSIONAL REGISTERS (APAI, RPAI, RTechAI)**

**Please read the GUIDANCE NOTES (pages 7-10) at the end of this form – An Example can be found at the end!**

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| **Name:** |  | | | | | **Level of Registration:** | | |  | |
| **E-mail:** |  | | | | | **Renewal due date:** | | |  | |
| **Job title:** |  | | | | | | | | | |
| **Workplace:** |  | | | | | | | | | |
| **Checklist ✓ :** | **Aims & Plan:** |  | **Professional biography:** |  | **Activities evidenced:** | |  | **Minimum of 15 points:** | |  |



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

**Professional biography (please give us a short description of your professional career – a mini CV)**

**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**: | | | | | | |

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| **How it has benefited the users of my work**: | | | | | | |
| **Reflections**: | | | | | | |

*\*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.

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

**Example of completed PPD record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *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. | | | | | | |

**1.** A minimum of **15 points** are required on a balanced portfolio of development activities for each year 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.

**Guidance notes for Applicants to the APAI, RPAI and RTechAI schemes**

**PPD form**

This form should demonstrate that you have undertaken Professional and Personal Development (PPD) and contain enough detail to allow the assessor to understand what you have done.

The form should demonstrate that:

* 1. You maintain a continuous, up-to-date and accurate record of your PPD activities;
  2. Your PPD activities are a mixture of learning activities relevant to current or future practice;
  3. You seek to ensure that your PPD has benefited the quality of your practice;
  4. You seek to ensure that your PPD has benefited the users of your work (employee, customer, student etc);
  5. You can present a written profile containing evidence of your PPD

As part of IST requirements, registrants must engage in PPD, and you should keep continuous, up-to-date and accurate records as you undertake PPD.

You will need to record your activities in the accepted format defined by the IST unless having contacted the registrations officers and been given authorisation to use a different format.

**Notes:**

Once you have sent your PPD form to [registrations@istonline.org.uk](mailto:registrations@istonline.org.uk), your PPD form will be audited if it is your first form and if renewed previously you may be audited. Two PPD reviewers will look at the forms independently to review whether your form meets one of the 3 points below:

1. If 2 of the standards fail to be met on the PPD audit, then the registrant’s PPD return will be scheduled for a repeat audit in the following year.
2. If 3 or more of the standards fail to be met on PPD audit, then a registrant will be required to resubmit a new PPD report for that year.
3. Repeated failure to submit PPD reports and/or meet the PPD standards over 2 successive years may result in de-registration.