

PPD Record: Guidance notes for AI Registrants (APAI, RPAI, RTechAI)

This form must demonstrate that you have undertaken Professional and Personal Development 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

You must engage in PPD, this is an initial undertaking of all Registrants, and you should keep continuous, up-to-date and accurate records as you undertake PPD. You must record your activities in the accepted format defined by the IST.

You must show how your activities relate either to your current or future work. You may undertake a PPD activity that didn't have the desired learning outcome and this can be included as long as you can explain why you planned to do it, what you hoped to gain, and what you are going to do as a result. The activities you undertake should vary and include at least three different learning activities and should be worth at least 15 points per annum as outlined on the PPD report form. Each category of learning activity should contribute no more than 40% of the total of points accrued during the 12 months covered by the form.

It is useful to demonstrate activity that has resulted in clear benefits to the quality of your work and to other people affected by your work. It is important that you can recognise and define any increased benefit as a result of your activity.

Your PPD report should reflect all your own work and should not be produced by a third party, however you may seek advice from colleagues, line manager, PPD/CPD mentor, and the IST. PLEASE DO NOT USE ACRONYMS unless they have been defined at the first usage.

Guidance for the Allocation of PPD points and Categories of Learning Activities

No more than 3 points can be given for any one activity. 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.

Duration of activity	Work-related*	Non-work related
30 mins ≤ 2hrs	Up to 1 point (see table 1)	0 point
>2 ≤ 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 ≤ 2hrs	0	No significant benefit
	1 point	Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use

Table 2

Work-related activity	Value to individual	Criteria
>2 ≤ 4 hrs	0	No significant benefit
	1 point	Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use
	2 points	Extremely useful for developing new skills for work activities and inspired development activity

Table 3

Work-related activity	Value to individual	Criteria
>4 hrs	0	No significant benefit
	2 points	Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use
	3 points	Extremely useful for developing new skills for work activities and inspired development activity

Table 4 Examples of Development Activities

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):

Category	Description
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 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.