

Guidance for Members

Professional and Personal Development (PPD)

1. Introduction

Since its inception, the Institute has recognised that broad knowledge, diverse skills and lifelong learning are essential in the practice of science, creative and artificial intelligence and technologies.

As outlined in its Mission Statement, the IST exists to promote and advance the professional excellence and development of technical staff through formal recognition of their skills and qualifications. One of its stated goals is to maintain a system for monitoring and recording the continuing professional development of its members.

To support this commitment, the Institute has established the Professional and Personal Development (PPD) Scheme.

2. What is the PPD Scheme?

The PPD Scheme is a structured framework that allows members to:

- Record their professional and personal development
- Reflect on learning and improvement
- Demonstrate professional status
- Support applications for higher grades of membership

The scheme:

- Is open to all IST members
- Is available at no additional cost
- Applies regardless of grade, employment type, or country of residence
- Includes members who have completed the IST's CPD Award

3. Why Participate?

Participation in PPD helps you:

- Fulfil your current or future role more effectively
- Identify and plan development of knowledge and competence
- Demonstrate commitment to lifelong learning
- Strengthen applications for professional registration or membership upgrade
- Enhance the quality of your work and its impact on others

A member's PPD record will be considered when applying for a higher grade of membership.

4. What Counts as PPD?

PPD includes both professional and personal development activities.

Examples of Professional Development:

- Attending courses, conferences, seminars, workshops
- Formal study leading to qualifications
- On-the-job training
- Writing technical papers
- Developing and delivering training programmes
- Involvement in professional bodies
- Mentoring

Examples of Personal Development:

- Learning a foreign language
- Voluntary work
- Public service roles
- Non-work-related study

PPD should reflect a mixture of activities relevant to your current or future practice.

5. The PPD Cycle

- The cycle runs annually
- From your registration achievement date

At the beginning of the cycle, you must:

- Provide a statement outlining your aims and development plans
- Update these as necessary during the cycle

At the end of the cycle, you must submit details of all relevant activities using IST documentation.

6. PPD Points Requirements

Members must obtain as a minimum requirement:

- At least 15 PPD points per year
- Activities must span at least three different learning categories
- No single category may account for more than 40% of total points

Note:

Requirements differ for members registered at entry level or apprentice, mid-career and leader or expert levels. Registrants will receive specific guidance separately.

7. Categories of Learning Activities

Your PPD must include activities from at least three (exceptionally two) of the following categories:

Category	Description
1	Work-based learning (new skills, reflective practice, delivering training)
2	Professional activity (mentoring, professional body involvement)
3	Formal / Educational (conferences, qualifications)
4	Self-directed learning (reading journals, research)
5	Other (voluntary work, public service, non-work-related study)

Diversity of learning activities is strongly encouraged.

8. How to Allocate PPD Points

Key Principles:

- Maximum 3 points per activity
- Points awarded based on Duration and Value to you
- Activities over multiple days may exceed 3 points only if different learning outcomes are demonstrated

Duration and Points Guide:-

Work-Related Activities:

Duration	Maximum Points
30 mins – 2 hrs	Up to 1 point
>2 – 4 hrs	Up to 2 points
>4 hrs	Up to 3 points

Points awarded depend on:

- No significant benefit → 0 points
- Refreshed existing skills → partial points
- Introduced new skills / concepts → higher points
- Extremely useful and inspired further development → maximum points

Non-Work-Related Activities:

Duration	Maximum Points
30 mins – 2 hrs	0 points
>2 – 4 hrs	1 point
>4 hrs	2 points

9. Recording Your PPD

You must:

1. Maintain a continuous, accurate, up-to-date record
2. Demonstrate relevance to current or future work
3. Show benefit to quality of practice
4. Show benefit to users of your work (e.g., employer, customer, apprentice)
5. Present a written profile of your development

You may include activities that did not achieve the desired outcome, provided you explain:

- Why you planned the activity
- What you hoped to gain
- What you learned
- What you will do differently

10. Evidence and Audit

PPD is a personal benefit scheme:

- Evidence is not routinely required at submission
- However, 10% of participants will be randomly selected for audit
- Selected members must provide evidence of activities claimed

Members are strongly advised to maintain a PPD Portfolio containing:

- Certificates and evidence
- Notes
- Reflections
- Evidence of participation

11. Submission Process

- Normal submission method is by email (paper version available if required)
- Use official IST documentation
- Do not use acronyms unless defined at first use
- Ensure the form contains enough detail for assessment

12. Good Practice Tips

- Update your record regularly (do not wait until the end of the cycle)
- Reflect on what changed as a result of each activity
- Seek feedback from colleagues or mentors
- Balance your activities across categories
- Focus on impact, not just attendance

13. Support and Enquiries

For further guidance, contact the IST office for the attention of the PPD Secretary.

Conclusion

The IST's PPD Scheme is designed to formally recognise and support your ongoing development as a science, creative, artificial intelligence and associated technologies professional.

Engagement in PPD:

- Strengthens your professional standing
- Enhances your effectiveness
- Supports lifelong learning
- Demonstrates your commitment to excellence

Active participation ensures that your knowledge, skills, and competence continue to grow in line with the evolving world of technology.