



The CPD Certification Service

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Allocation of CPD Points and Hours

There are approximately 300 professional institutions, societies and bodies within the UK that have Continuing Professional Development policies for their members.

It is the responsibility of the individual to be aware of their institute's CPD requirements and to understand how their CPD portfolio should be recorded and submitted. For any CPD activity undertaken, institutes expect their members to allocate points / hours / credits accordingly.

The majority of institutes provide their members with CPD 'targets' generally on an annual basis. These targets are defined by accrual of CPD points, hours or credits. There is no common policy between the institute's as to what the targets cover in terms of subject matter or how they can be allocated.

However, institutions now recognise that target setting is not the most productive measure of 'learning outcomes'. Increasingly, the move is towards allowing individuals to personally assess the learning value they have achieved and to equate that value to the CPD policy of their institution's recording policy.

The majority of institutions allow their members to choose subjects of relevance to them as individuals, a minority also require their members to seek CPD on a range of core subjects.

Support for Individual CPD Self Assessment

As recording the learning undertaken is necessary for an individuals' CPD portfolio, the CPD Service provides its member organisations with a suggested Certificate of Attendance. This confirms the learning activity completed and on the reverse side makes available a 'CPD Self-Assessment' form. This form asks five basic questions:

- What has been attended / undertaken?
- What have you learnt?
- What are you going to do with this knowledge?
- When and how are you going to use it?
- What was the learning value of what you have undertaken?

The individual then keeps this record within their CPD portfolio and attributes the learning value obtained to the CPD targets set by their institute or professional body.