

What is Continuing Professional Development (CPD)?

Continuing Professional Development (CPD) is about testing the limits of your competency and recognising that you have more to learn. It gives you the opportunity to create a structured career path and safeguard your professional status. By using a framework to identify your skill gaps – technical or personal – and then creating an action plan to refresh or expand your knowledge and experience, you can make a real difference to your professional effectiveness.

Which categories of member must record CPD?

If you're a Chartered Fellow, Chartered Member, Graduate or Technical Member, CPD is mandatory. Other categories of membership are welcome to use CPD in order to record and support your development. Although CPD is not mandatory for Affiliate and Associate members we expect at least a Development plan to be added to the CPD record in order to transfer to a higher category of membership.

Why do I need to record CPD?

Keeping up with and recording your professional development lets you show that you're always striving to improve as a professional. It's also a requirement of our membership structure – becoming a Chartered Safety and Health Practitioner, Graduate Member or Technical Member will give you greater status, but this comes with a responsibility to show that you're keeping on top of the demands of your job. More importantly it safeguards your professional status.

CPD isn't a burden – it's really just a case of thinking about what you're doing and planning your next steps.

I'm an Affiliate/Associate Member – can I still record CPD?

Yes, it's not mandatory but you can still join the scheme.

I'm not very comfortable with the internet - do I have to record my CPD online?

If you don't want to spend too long on the internet, you could type your CPD information into a Word document and copy and paste it into your CPD record the next time you log into CPD Microsite.

If you'd like to discuss this with us you can get in touch with us on the phone, by email, letter, fax or face to face. [Contact the Membership Team](#) on +44 (0)116 257 3198 for more information or support with CPD.

How safe is it to update my CPD record online?

Completely safe, the system has plenty of built-in security features, which means it's also safe when you make online bookings and payments.

I'll be on maternity leave for the next year – what should I do about my CPD?

You can record the time that you're on maternity leave on the system. Just enter it in your development plan and add an activity for the amount of time you have been off work. You can then continue to record any activities that undertake while on maternity leave, for example when preparing to return to work.

I've been on long-term sick leave and have been unable to do my CPD for 18 months – What should I do?

You can log the period that you haven't been able to work in your CPD record and this will be taken into account. Do this by building your absence into your development plan and adding an activity for the period of time that you have been off work.

I've been undertaking a higher level of study – how do I tell you about this in my CPD record?

When you undertake any form of study, you need to break it down by modules or subject area. If you break the information down this way you'll be able to fully record it in your CPD record. You may want to name the first activity Module 1 – Health and safety, Module 2 – Risk assessment and so on.

I've been made redundant and haven't updated my CPD for some time – what should I do?

If you're not able to work, let us know by recording this in your development plan. You can also record activities around applying for jobs, attending career fairs, updating C.V's, researching organisations etc as part of your development over this time.