

**CONTINUING
PROFESSIONAL
DEVELOPMENT**

**A GUIDE
FOR
MEMBERS**

Revised October 1999

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1.0 INTRODUCTION

In January 1987, the General Council of the then Institution approved the Report of the Working Party on Environmental Health Education. That Report proposed far-reaching changes in education, training and membership requirements for the profession, including the introduction of an Assessment of Professional Competence (APC) to achieve Voting Membership status, the establishment of a research base and the development of a core curriculum for accredited environmental health qualifying courses. The introduction of a scheme of Continuing Professional Development (CPD) for the profession was also one of its recommendations.

At the then Institution's AGM in 1991 the General Council was instructed to introduce a CPD scheme for its Members to be effective from July 1992, the scheme to be as outlined in the consultation documents circulated to Centres and Branches in 1991.

The scheme was introduced in July 1992 and operated on a voluntary basis. Its operation was reviewed in 1994 and at the Chartered Institute's AGM in 1994 the General Council was instructed to make the necessary arrangements for the scheme to become mandatory from 1st January 1996. The mandatory scheme is based on the voluntary scheme with some amendments, following the experience gained from the operation of that scheme.

The Regulations were approved by the General Council on 13th July 1995 and circulated to all Members with the August 1995 issue of the Environmental Health Journal.

The General Council, on 9th March 1995, amended the Chartered Institute's Code of Professional Conduct to include the requirement for Graduate and Voting Members to comply with the CPD Regulations.

The Members at the 1995 AGM ratified the Regulations and the CPD scheme to take effect from 1st January 1996.

2.0 THE NATURE OF CPD

2.1 Professional Competence and CPD

The competence of Members is vital to the continued development and standing of the environmental health profession. Each Member of the Chartered Institute has a personal responsibility to maintain his/her professional competence to the collective benefit of all Members. Similarly, the Chartered Institute has both a duty, and a responsibility, to invest resources in assisting Members to meet their commitment.

Professional competence can be defined as:

'the completion of tasks to the satisfaction of an employer, client and/or professional peers, within the recognised field of expertise of the profession, using all due care and without serious fault or error.'

On this basis, competence is judged not only on the application of knowledge and skills which the professional might reasonably be expected to possess at the time of the performance of the tasks, i.e., being up to date, but also on the expectations of the 'consumer' - which is a reflection of

the current attitudes, beliefs and behaviours of society at large.

The process of maintaining professional competence and, hence, the purpose of CPD, is one of continual development and enhancement of professional expertise through the constant evaluation of existing skills and knowledge in practice, and the willingness, with appropriate caution, to discard old and adopt new techniques to improve professional performance. It follows that, from the point of view of the individual, CPD must be a personal commitment throughout one's working life and not just a matter of obtaining basic and postgraduate qualifications during the early part of one's career.

2.2 Concepts and Activities of CPD

The concepts and Activities of CPD are common to most professions. The concepts are those of progress and development to improve the nature and quality of the service which professionals provide to their clients. The activities involved are:

- (a) keeping up to date with developments within the existing areas of professional expertise;
- (b) developing new knowledge and skills which supplement and enhance existing expertise;
- (c) questioning and reporting on issues and problems in existing practice;
- (d) implementing research into issues and problems arising out of current practice which cannot be solved by existing knowledge and skills.

2.3 CPD and Career Development

CPD is inextricably linked to the personal career development of each individual Member. Professional development issues are discussed in 4.0 below. Additionally, many Members will pursue personal, non-career related activities and it is to the benefit of the profession to have a well educated and widely informed membership, since many skills in non-professional areas are transferable across the professional/non-professional divide.

However, it would be inappropriate for Members to rely totally on personal, non-career related development as a route to meeting the CPD requirements. Consequently, the Chartered Institute's scheme provides for a recognition of the value of a wide range of CPD activities, allowing some indirectly relevant activities to count towards meeting the CPD requirements, whilst recognising the need to ensure that all Members undertake a minimum amount of professional relevant CPD activities.

3.0 THE CHARTERED INSTITUTE'S CPD SCHEME

3.1 General Requirements

The CPD scheme requires each Member to undertake 20 hours of appropriate CPD activity each calendar year or an aggregate of 60 hours in any three consecutive years. It is important to note that these are the only available options. Members cannot aggregate 40 hours over 2 years or any other variation of the scheme. It is also important to remember that the ability to aggregate the CPD requirement over three consecutive years can only be accessed on a 'credit' basis; ie, it cannot be used to retrieve a deficit.

3.2 General Description of Activities

All forms of development activity can be considered to be either professionally or personally relevant and as being either structured or unstructured. This arrangement can be described using a simple model as shown in Figure 1. The model represents all forms and levels of activity, having two principal dimensions.

- (a) Moving from the bottom to the top of the model shows the extent to which an activity becomes less structured. This moves from formal, highly organised and structured courses or research activity towards, for example, casual undirected reading.
- (b) Moving from left to right the model shows the extent to which any activity becomes less professionally or more personally orientated.

Fig 1

Any activity undertaken by a Member can be assessed in terms of its structure and relevance and can be placed at some appropriate point on the model. Moving from the bottom to the top of the model, activities become less structured, whilst moving from left to right, activities become less professionally orientated. From this, it is clear that structured and professionally relevant CPD activities are concentrated in the bottom left zone of the model.

Hence, it also follows that the CPD rating of activities diminishes from the bottom left to the top right of the model, ie, activities become less structured and less professionally relevant. This rating of activities in terms of their relevance to the scheme allows them to be categorised into three broad bands: Core, Supplementary and Non-Contributory, which can be defined as

follows:-

- (a) Core Activities are those activities which are both directly professional and are highly structured. These include courses, conferences, seminars and workshops which cover topics within the recognised environmental health functions or are directly relevant to the provision of environmental health services.
- (b) Supplementary Activities are more difficult to define but are intermediate activities between categories (a) and (c) and might be considered as indirectly relevant to the profession. The purpose of the category is to widen the range of activities which can contribute to CPD and encourage Members to broaden their range of knowledge and skills. For example, general courses in computing, science, management, European and ethnic languages, and social sciences can also be included in this category.
- (c) Non-Contributory Activities are those activities which cannot be included in a Member's CPD programme; for example, the normal day-to-day keeping up to date with professional issues by general reading, or structured learning which has no real relevance to the profession.

3.3 Category Weightings

In most CPD schemes, the only activities attributable to CPD are those which fall within the Core category described above. This is considered to be unnecessarily restrictive, both in terms of personal and professional development. Therefore, the Chartered Institute's scheme includes a Supplementary category which allows up to half of the annual CPD requirement to be met from activities which are not, in themselves, directly related to environmental health, but which have elements of knowledge or skills which are transferable and can be readily used within the professional practice of the Environmental Health Officer.

However, the two categories cannot be equally weighted and the activities which fall within the Supplementary category must be weighted by a factor of 0.5 (ie, 2 hours Supplementary activity = 1 hour Core Equivalent activity). At least half of the professional CPD requirement (ie, 10 hours per year or 30 hours aggregated over three years) must be within the Core category.

This two-tier aspect to the scheme is intended to encourage a flexible approach to CPD and yet, at the same time, ensure that activities which are relevant do receive due credit. The system allows activities which otherwise might not be considered relevant, such as, say, languages, to count towards fulfilling the CPD requirement. The system should also help course organisers to grade courses and allow Members to assess the relevance of those courses to their professional development.

4.0 WHAT CPD MEANS TO THE INDIVIDUAL MEMBER

4.1 Duty of Members

As a Member of the profession, each individual has a clear duty to comply with the CPD Regulations which the Chartered Institute has approved. The Chartered Institute's CPD requirements are a commitment which Members should also view in the context of their responsibility to other Members of the profession, that is to maintain an up-to-date knowledge of developments in their field of work and to enhance their skills to the benefit of all. It should be viewed within the broader perspectives of the profession and its relationships with other

professions in a competitive and more quality conscious market.

The scheme applies to all Voting and Graduate Members but does not apply to those in the retired membership category. Members occupying job share posts or working part-time as well as those Members who are not in employment, must meet the full requirements of the scheme, (ie 20 hours per year).

It is clear that the responsibility for completing the CPD requirement must rest entirely with the individual Member. Whilst there are implications for both the Chartered Institute and employers (which are discussed in sections 5.0 & 6.0 respectively) each individual Member cannot neglect his or her responsibility by claiming that opportunities are not being made available to fulfil their CPD requirement. Members need to be more active in the generation of CPD activities both in the workplace and at Branch and Centre levels of the Chartered Institute. For example, much of the CPD requirement for a year might be completed by attending meetings of the local Branch. Members might also attend relevant meetings of other professional groups, which often discuss matters of common interest.

Clearly, there are costs associated with the attendance on courses and at certain meetings and it is expected that these costs will be met out of either the employing organisation's training budgets or out of personal expenses. In reality, the scheme should not be a burden on any Member beyond his/her time and the possible cost of travel to local meetings, as the whole of the Member's commitment could, with careful management, be undertaken via in-house and/or Branch activities.

4.2 The Minimum CPD Requirement and 'Keeping Up To Date'

It is important for Members to appreciate the relationship between CPD and keeping up-to-date with professional topics. The 20 hours requirement does not imply that this is all that is required to maintain professional competence. Members spend significantly more time than this keeping abreast of developments in their field of work, and this day-to-day updating activity is valuable and necessary but is largely unstructured. The process of updating needs also to be reinforced in some structured and professionally relevant way, otherwise it becomes difficult, if not impossible, to quantify and assess in terms of its effectiveness.

4.3 Recording of CPD Activities

The recording of CPD activities is the responsibility of each Member. Details should be kept on the Record Form provided by the Chartered Institute and the information set out in the appropriate manner. Supporting certification for all activities claimed on the record form should be kept with the form.

Forms, along with all supporting certification, should be kept for a minimum of 3 years and copies should be forwarded to the Chartered Institute's Headquarters on request. Many Members will want to transfer the information contained on the Record to a permanent Curriculum Vitae before the record is destroyed. Certification of activities would normally be undertaken by the organising body whereas in-house activities should be certified by training officers or Senior Management. With the more personally centred activities, certification is more difficult and it will be up to Members to demonstrate that the recorded activity has been satisfactorily completed.

4.4 Opportunities for CPD

Clearly, CPD activities can be taken in isolation on a year-to-year basis or in conjunction with some career development plan. The scope of activities available is extremely wide and varied. In addition to the well recognised sources such as courses, conferences and meetings, many other opportunities also exist. It is worthwhile considering some alternatives:-

- (a) The presentation of papers at Branch, Centre or National level or their publication in a professionally related journal is a valuable CPD activity. It encourages Members to investigate, analyse, interpret and criticise areas of professional practice. It ensures that information is circulated within the profession and encourages and promotes new ideas. Additionally, it identifies problems and difficulties which warrant more intensive study. Such papers need not be 'academic' in character but, clearly, should be relevant, well thought-out and well presented if they are to be useful to other Members and admissible as a CPD activity. Up to 10 hours of Core CPD can be claimed for the preparation and subsequent presentation or publication of a paper.
- (b) Research is an area which needs to be developed within the profession and is a very relevant CPD activity. It is the essential component of professional development. Much of the current research activity which finds its way into our professional practice is conducted by other professions. If you can identify problems or areas where more knowledge is required, take your ideas to the appropriate department of your local college or university and discuss it with their staff. Creditable CPD hours can be agreed with the course tutor
- (c) In-house workshops or organised and structured lunchtime meetings are useful ways of undertaking structured up-dating and dissemination of knowledge. They can be used effectively and economically for skill development by in-house trainers or by bought-in experts.
- (d) The Chartered Institute's APC is very much a developmental exercise which involves all aspects of CPD. Graduates who take the APC are entitled to claim 10 hours of Core CPD credit for undertaking the process involved.
- (e) Don't forget that, in addition to Core activities, other study activities can count towards your CPD requirement under the Supplementary category. Obvious examples are Open University courses in science, education and social sciences, etc, and other adult education courses at universities and colleges in similar topics including European Community or Ethnic languages.

The purpose of this is to encourage Members to study widely and acquire knowledge and skills which are transferable to professional practice. It is difficult to define the limits of such studies. The intention is that there should be a flexible approach to Supplementary activities. It will be up to each Member to justify such activities in terms of their professional relevance and development. Remember that, like Core activities, attendance on such courses, etc, will need to be certified. It should also be remembered that Supplementary activities have a weighting of 0.5 in relation to Core activities and that only 10 of the 20 hours of the annual CPD requirement can be Core Equivalent hours (amounting to a real time of 20 hours maximum of Supplementary CPD activities per year - or 60 hours aggregated over 3 years).

Opportunities do exist to receive credit for those activities which can count towards some recognised level of qualification. Most universities and colleges of higher education have provision to award Credit Points (CPs) for any level or length of course studied. These CPs have a currency both within and across educational institutions through the Credit Accumulation and Transfer Scheme (CATS). Moreover, most universities now operate an Associate Student Scheme which allows part-time students to undertake parts of existing course programmes and receive appropriate CATS credit. These schemes do, however, depend on universities having modular course programmes; this is not always the case, although the numbers are increasing and most course programmes will be included within the scheme within the next 5 years. Further details of CATS and Associate Student Scheme programmes can be obtained from your local

college.

Generally, the number of hours claimed can be equated to the nominal number of hours that the University/College state is required per module. This should cover all aspects of the course e.g. taught aspects, assignments and case study. Copies of the relevant college literature stating these hours should be included with a copy of the qualification or award as suitable certification.

Representation on technical groups/working parties on behalf of an employer, or in-depth problem solving relating to work cases, can not be counted for CPD credit. It would not be equitable for a Member, by virtue of the post he/she holds to receive CPD by fulfilling the requirements of a job description. The use of the term 'on behalf of the employer' is therefore of key importance as professional development activity is viewed as requiring commitment in avenues additional to daily operational employment. In contrast, to be invited by a body, independent of the employer, onto a national or regional consultative group, in recognition of particular personal qualities or expertise, would require commitment and thereby would attract CPD credit.

CONTINUING PROFESSIONAL DEVELOPMENT

THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

NAME:

YEAR: 19.....

DATE ¹	DETAILS OF ACTIVITY ² (eg, type, subject, organisation, etc)	NUMBER OF HOURS ³			CERTIFICATION METHOD ⁴
TOTAL					Carried forward to overleaf/ . . .

**CONTINUING PROFESSIONAL DEVELOPMENT
THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH**

DATE ¹	DETAILS OF ACTIVITY ² (eg, type, subject, organisation, etc)	NUMBER OF HOURS ³			CERTIFICATION METHOD ⁴
		CORE	SUPPLEMENTARY	CORE EQUIVALENT (= Supplementary x 0.5)	
	Brought forward from previous sheet:				
	TOTAL				Carried forward to overleaf/ . . .

CONTINUING PROFESSIONAL DEVELOPMENT - RECORD OF ACTIVITIES

NAME:

THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

YEAR: 19.....

DATE ¹	DETAILS OF ACTIVITY ² (eg, type, subject, organisation, etc)	NUMBER OF HOURS ³			CERTIFICATION METHOD 4
		CORE	SUPPLEMENTARY	CORE EQUIVALENT (= Supplementary x 0.5)	
	Brought forward from previous sheets:				
	Total for this year:	5		5	
	b/f (Yr.)	6		6	
	b/f (Yr.)	6		6	
	This year's requirement met from:	7, 8	+	7	= 20 HOURS
	Available to c/f:	9		9	

1. DATE

Dates of activity, e.g. seminar, workshop, etc. Give start and finish dates of courses, if appropriate.

2. DETAILS OF ACTIVITIES

Include:-

- (i) description of activity (eg, seminar, workshop, distance learning course, Branch/Centre meeting, etc);
- (ii) subject of activity;
- (iii) organisation providing event;
- (iv) any other relevant details.

3. NUMBER OF HOURS CLAIMED

Enter hours claimed in appropriate column.

Note that for supplementary CPD activities you should enter number of hours' attendance (or etc) and then use multiplier of 0.5 to produce the number of Core equivalent hours applicable.

4. CERTIFICATION METHOD

Indicate method of certification of hours claimed and ensure that appropriate documentation is attached to form.

Where certification is by signature on this form, the full name and the capacity in which the person is signing the form must also be given (eg, David Smith, Personnel Officer, Anytown District Council or Carol Hughes MCIEH, Anyregion Centre Secretary) as well as the date on which they signed the form.

5. Enter here the totals for the year for core and core equivalent hours.

6. Enter here any available CPD credit from the previous two years to make up any shortfall this year but do not bring forward more hours than you need to meet the 20 hours requirement for this year. If returning your CPD record, at requests, all CPD credit needs to be recorded and certified.

7. Enter here the CPD hours needed to meet the 20 hours requirement for the year.

8. Must be a minimum of 10 hours.

9. Identify here any CPD credit available to be used in the next two years to make up for any future shortfall (ie, box 5 minus box 7).

NOTE: There should NEVER be an entry in both the b/f and c/f box (ie, boxes 6 and 9) in any one column as an entry in the c/f box implies that you have accrued more CPD credit than you need in **this** year. Entries in both the b/f and the c/f boxes in any one column would result in double counting of any carry forward available (or else take credit forward beyond the two year permitted maximum).

4.5 Difficulties in meeting CPD Requirements

A few Members may have genuine difficulties in meeting the CPD requirements. Most of these difficulties are likely to fall within the following categories.

1. **Family Breaks:** Caring for a partner, children, relative or friend and also including long term sickness.

This group is likely to be the largest and will particularly affect parents caring for young children. Where genuine family breaks occur which are of a relatively short duration, the scheme, as it exists, is flexible enough to cope with any short-term absence from work. Individuals who wish to retain membership of the Chartered Institute through longer term absence from professional practice with the intention of returning to work, are just as much in need, if not more so, of CPD as practising Members. Returning to work after a lengthy period of absence from professional practice involves a considerable amount of up-dating to take account of new legislation and changes in practice. CPD activity during this period helps to keep those Members up to date with changes in professional practice during their absence from work. Except for long term personal illness, Members in this group should be able to continue to meet the requirements of the CPD scheme through the availability of the CPD Credit Assignments scheme if they have difficulty in attending Branch/Centre events or accessing seminars, workshops, etc.

2. **Remote Work:** Engaged in environmental health work, but in a remote or isolated community, eg, VSO work in a developing country.

Members working in areas remote from large centres of population are at some disadvantage in relation to fulfilling their CPD requirements. However, Members based on the UK mainland ought to be able to comply with the scheme, given the range of CPD activities available. Where a Member, because of personal circumstances or the remote nature of his/her employment, has difficulty in meeting the CPD requirements, he/she should submit his/her proposed alternative for meeting the requirements of the scheme to the Chartered Institute for approval.

3. **Career Change:** No longer involved in environmental health work.

Members who opt for a career change and wish to retain membership are required to meet the CPD scheme in full. Members are reminded that where membership lapses during some form of career break, it may be necessary for them to undertake the Assessment of Professional Competence (APC) if they wish, at a later date to return to Voting grade of membership. Hence, there is a degree of equity in meeting the CPD requirement.

CPD Assignment Scheme:

In recognition of the difficulties which some Members may experience (for whatever reason) in meeting the requirements of the CPD Regulations through access to the more normal forms of CPD, the Chartered Institute operates a system of CPD credit assignments.

Details of these assignments appear in the Journal on a monthly basis and require the submission of a written response following research into the subject or issue concerned. The subjects vary from month to month and the amount of CPD credit available also varies depending on the research time required to produce a considered response.

Updating knowledge and skills in this way provides the opportunity for Members with difficulty in attending the more normal type of CPD events to undertake structured CPD at times to fit in with their other commitments.

5.0 CPD AND THE ROLE OF THE CHARTERED INSTITUTE

The Chartered Institute has an important role to play in assisting Members to achieve their own commitment to CPD and, in so doing, ensure the success of the scheme to the benefit of all.

To this end the Chartered Institute will endeavour to ensure that CPD events are readily available and accessible to all Members and that Members are kept informed about available courses and seminars and how these may count towards the attainment of the CPD requirements.

To encourage Members to undertake research activities in environmental health related areas, the Chartered Institute has a research fund which can be accessed to assist Members with the cost of undertaking research which addresses the research objectives of the technical and education committees.

To assist those Members who, for whatever reason, have difficulty in accessing the normal type of CPD activity, the Chartered Institute will continue to make the system of CPD credit assignments available through the monthly Journal.

5.1 Centres and Branches

Many Centres and Branches hold seminars and week-end schools, attendance at these events will normally count as Core CPD time. However, access to such events is usually restricted due the finite resources of employing organisations for training and the demand on those resources from staff wishing to attend these, and other, similar events.

Branch and Centre meetings provide opportunities for members to meet some of their CPD requirements. These meetings also provide the opportunity for members to present papers on topical issues, for which CPD time can be claimed. Remember that only the professional educational/technical parts of Centre/Branch, etc, meetings can be recorded as a Core CPD activity, the ordinary business parts of such meetings being available only as a Supplementary CPD activity.

Branches and Centres have a major supporting/facilitating role to play in assisting their own members to undertake CPD by providing opportunities to attend local events such as meetings, sponsored seminars, workshops on topical issues and working parties.

Obviously, quality should not be sacrificed for the sake of quantity. A proliferation of committees, working parties and study groups without a real remit or expected outcome established, merely to allow easy access to a CPD rated event, will bring the scheme into disrepute; such a position would be little benefit to either the individual or the profession. Hence, both Branches and Centres will need to think carefully about access to meetings and, particularly, about their content in order to attract and sustain the interest of Members.

There is considerable merit in Branches arranging joint meetings with other professional bodies with overlapping interests. This will not only generate a wider interest and, hence, increase the attendance, but also reduce the demands on the Branch Committee organising events.

An active Centre/Branch will be of great assistance to Members within that area in meeting their CPD requirements. Centres and Branches will also be able to assist in the process of recording CPD activities by certifying attendance of Members at organised events.

Most Centres and Branches now have a CPD Officer who will deal with Members' CPD enquiries and keep Members informed of CPD opportunities.

6.0 THE ROLE OF EMPLOYERS IN RELATION TO CPD

In order to provide an effective service, employers need to ensure that their staff are not only up-to-date, but are also developing new skills and knowledge and engaging in activities such as research or the monitoring and appraisal of the work of the department. Employers have the right to expect their employees to maintain acceptable levels of professional competence and, hopefully, will provide the framework within which some of the CPD activities which maintain that competence can take place.

Whilst the responsibility for undertaking CPD rests with the individual, the process must be a partnership between the employer and the employee. Most local authorities have a good record in providing in-service training for their employees and the Chartered Institute's CPD requirements reinforce this commitment by placing a responsibility on the employee to use the opportunities provided and to make additional personal commitments.

Some CPD activities need to be resourced in terms of both time and money, neither of which are in unlimited supply. Hence, employers/managers need to establish priorities for resourcing CPD activities. The priorities ought to reflect a range of opportunities and possibilities rather than just providing a list of courses which might be attended by staff. In particular:-

- (a) distance learning courses which provide opportunities to acquire skills which cannot be acquired locally and represent a shared commitment between the employer and the individual;
- (b) Open University courses, which are a special form of distance learning, but which provide the widest range of all study opportunities;
- (c) In-house training by way of courses, seminars or workshops led by in-house expertise or bought-in local specialists, either of whom can reduce travelling and other expenses;
- (d) research projects undertaken by individual members of staff or jointly with colleagues or external bodies such as universities or colleges;
- (e) joint training courses with other professions on matters of common interest, eg, environmental impact assessment, advances in building technologies.

Obviously, the traditional range of opportunities such as courses, meetings and conferences will have a major role to play in training and CPD, but cost effective alternatives ought to be considered.

Organisational priorities may well conflict with individual wishes in terms of personal career plans; hence the need for flexible programmes and a range of opportunities. CPD opportunities ought to form part of staff appraisal and counselling schemes and may well act as incentives in retaining or recruiting quality staff.

7.0 THE QUALITY OF THE CPD EXPERIENCE

Members will no doubt have noted that the scheme appears to be concerned with the quantity rather than the quality of the membership's CPD experience. This is clearly a matter of concern as, in the final analysis, no amount of CPD is likely to maintain the competence of Members if the quality of that experience fails to meet professional expectations. Objective measures of quality are often difficult to develop and it is also apparent that such difficulties are more likely to arise in the areas of research activity and at conferences/seminars/workshops than additional professional and vocational education and training.

In an attempt to overcome this potential problem, research boundaries should be defined by the educational establishment overseeing the research following the submission of an outline of the proposed project prior to approval. Ordinarily, the outline would contain the research objectives, proposed methodology, facilitator/supervisor details, etc.

With regards to conferences/seminars/workshops, measures of quality are difficult to develop and judgements are often made after the event rather than before it. It is impractical to 'downgrade' events after Members have attended in the reasonable expectation that it would contribute to their CPD requirements. Other bodies have schemes which allow members to rate courses and conferences which can affect the subsequent approval of other activities/events promoted by the same organising body. It is intended to similarly pursue the issue of quality in a way which involves Member participation in its assessment.

8.0 MONITORING THE OPERATION OF THE SCHEME

It will be necessary for the Chartered Institute to monitor the operation of the Scheme in order to ensure that its objectives are being achieved and to ensure that Members are meeting the requirements of the Regulations. Annually, some 10% of the membership, selected on a random basis, will be requested to send their completed Record Forms for the previous three years to headquarters for processing. Record Forms forwarded must demonstrate how the CPD requirement has been met over the preceding three years. Record Forms will only need to date back to January 1996, unless credit hours from 1994 and 1995 are being carried forward.

Where a failure to comply with the scheme is identified, the Chartered Institute will be seeking an explanation from the Member concerned as to the reason for the non-compliance and an undertaking from the Member to make good the shortfall within a reasonable time period and, from then on, to maintain compliance on an annual basis.

In such instances, explanations and/or undertakings, will be considered by a CPD Compliance Panel which may accept any explanations or undertakings given or may decide to take further action. Further action may involve a more formal consideration of the non-compliance by a panel; the Member concerned would have the opportunity to appear in person before this panel.

The CPD compliance panel may determine that a formal complaint should be made against the member concerned for not complying with the Chartered Institute's Code of Professional Conduct. Such a complaint would be dealt with in accordance with the Chartered Institute's Disciplinary Procedure and could result in the Member concerned being removed from membership.

The intention of the Scheme is to keep the profession at the forefront of environmental health practice. This can only be achieved through a recognition and acceptance by Members of the benefits to be obtained through the achievements of the objective of the Scheme. It is hoped, therefore, that Members will conscientiously and willingly contribute by complying with the requirements of the Scheme for the benefit of all their fellow professionals and the protection of the public. It is hoped that drastic measures will not be needed to be taken in respect of Members' non-compliance.

Members may at any time send their CPD records and certification for approval and feedback. There is no need to wait until an official request is received as part of the annual random survey, for you CPD records to be assessed.

CONTINUING PROFESSIONAL DEVELOPMENT

Your questions answered

This quick reference only covers the main features of the CPD Scheme.
Consult the Regulations and Guide for detailed advice and guidance.

WHAT IS REQUIRED OF ME?

All Voting and Graduate Members need to complete, and record, at least 20 hours of Core or Core equivalent CPD activity each year. At least 10 of these hours must be in the Core Category.

DO STUDENTS AND RETIRED MEMBERS HAVE TO COMPLY AS WELL?

No.

IF I WORK PART-TIME, HOW MANY HOURS' CPD DO I HAVE TO COMPLETE?

There is no pro-rata allowance for part-time work, so the full requirement of 20 hours' Core activity (or equivalent) is applicable.

WHAT IS THE DIFFERENCE BETWEEN CORE AND SUPPLEMENTARY ACTIVITIES?

Core activities, which attract full, hour for hour credit, are those which are directly relevant to the generally recognised Environmental Health functions, such as food, housing, pollution, etc. or are directly relevant to the provision of Environmental Health services. Supplementary activities, which only attract 50% time credit (ie, 2 hours' Supplementary = 1 hour Core equivalent) are those which broaden skills and knowledge in areas indirectly related to the main functions, such as computing, social sciences or languages, but which develop knowledge or skills which are transferable and can be used in environmental health practice.

CAN I GAIN CREDIT FOR MORE THAN 20 HOURS IN ONE YEAR?

If you accrue more than 20 hours' CPD credit in any year, you can use the additional hours to reduce your CPD requirement for the next 2 years by using the facility to aggregate 60 hours over 3 years. You cannot, however, incur a deficit, with the intention of 'backdating' activities in the following year.

WHAT SORT OF ACTIVITIES COUNT TOWARDS CPD?

Research activities, presenting papers at meetings, attending seminars, courses or conferences, whether arranged in-house or externally, working on formally arranged study groups, distance or open learning, taking the APC and taking part in training events. Providing these activities are relevant, either directly or indirectly, to environmental health work, they will be eligible for CPD recognition, as either Core or Supplementary activities.

DO ACTIVITIES SUCH AS HELPING TO RUN A BRANCH OR CENTRE COUNT AS CPD?

Branches and Centres have a vital role in enabling CPD activities to flourish, and attendance at formal business or committee meetings at Branch or Centre level is eligible for CPD at Supplementary level.

DOES ATTENDANCE AT BRANCH

OR CENTRE MEETINGS COUNT AS CPD CREDIT?

Yes. But remember that the ordinary business element only counts as supplementary whilst the professional technical education element (usually the paper being presented) counts as Core.

I RECENTLY PRESENTED A PAPER ON AN ASPECT OF MY WORK. DOES THAT COUNT?

Yes. You can claim up to 10 hours' Core CPD for the preparation and presentation of a paper (or its publication).

WE HAVE A PROGRAMME OF LUNCHTIME SEMINARS. DO THEY COUNT AS CPD?

It depends on the content, but if the subject is directly, or indirectly related to environmental health, it should count as Core or Supplementary CPD. In-house training events and workshops can also count for CPD credit.

I READ THE JOURNAL AND EHN REGULARLY - DO THEY COUNT AS CPD?

Such reading, which is largely unstructured and a fundamental professional activity, does not count towards CPD.

I'M GOING TO TAKE MY APC - DOES THAT COUNT AS CPD?

Yes. You can claim 10 hours' Core CPD for taking the APC.

IF I ATTEND A SEMINAR WHICH TURNS OUT TO BE POOR QUALITY, DOES IT STILL COUNT?

Yes. The most important thing is to recognise such poor quality events and give feedback to colleagues and the organisers in order to encourage improvements.

(POLLUTION), I REPRESENT MY EMPLOYER ON A REGIONAL POLLUTION ADVISORY GROUP - DOES THIS COUNT?

No. Activities which are carried out purely on behalf of your employer are excluded from CPD credit.

HOW DO I FIND OUT ABOUT CPD OPPORTUNITIES?

Contact your Branch or Centre Secretary or CPD Officer; look out for articles in EHN, and information provided through the monthly Journal. In addition, many local colleges and universities have CPD units where you can obtain guidance on further education opportunities.

WHAT IS THE CHARTERED INSTITUTE DOING TO HELP ME COMPLY WITH CPD?

The Chartered Institute will be working with Centres, Branches, Chief Officer Groups and providers of courses and other training activities, to promote, encourage and facilitate a range of CPD opportunities accessible to the membership. A scheme of CPD Credit Assignments is also available on a monthly basis through the Environmental Health Journal.

WHAT IF I CANNOT GET THE TIME OFF FOR CPD?

Employers will be encouraged to support CPD activities, as it is to their benefit for their employees' skills and knowledge to be continually updated and developed. However, the range of CPD opportunities should ensure flexibility for the individual who finds access to conventional activities restricted.

AS A PRINCIPAL EHO

ONLY SENIOR OFFICERS EVER

GET SENT TO CONFERENCES, SO IT IS EASIER FOR THEM TO COMPLY THAN IT IS FOR ME!

Whilst traditionally this is often the case, CPD provides a good argument for such nominations to be more selective and varied. Of course, anyone who has attended such an event could prepare a briefing session for colleagues, gaining additional CPD credit. In addition, all those attending the briefing session would also be able to record CPD credit.

HOW DO THE CHARTERED INSTITUTE MONITOR MEMBERS COMPLIANCE WITH THE CPD REGULATIONS 1995?

Every year a random 10% of Voting and Graduate Members receive a letter requesting that they send in their CPD records for either the previous year showing 20 hours or the previous three years showing 60 hours. All necessary evidence should be enclosed, and returned to the Chartered Institute within 28 days.

I HAVE A GENUINE REASON WHY I HAVE NOT MANAGED TO ACCRUE THE NECESSARY HOURS

If you are not able to supply the necessary hours, you should write a full explanation, backed up by medical records or other such evidence, as appropriate. You may also like to make an undertaking in respect to future compliance with the CPD scheme and Regulations

AS A CONSULTANT EHO, I OFTEN DEVELOP AND PROVIDE TRAINING COURSE FOR LOCAL AUTHORITIES. CAN I CLAIM CPD FOR THIS TYPE OF ACTIVITY?

No. As the development and provision of training courses is part of your normal 'paid' employment, this falls outside of the CPD scheme. Similarly, providing any service as a consultant will normally fall into this category.

DIRECTORATE, I OFTEN ATTEND SEMINARS AND TRAINING COURSES WHERE CPD CERTIFICATES ARE NOT ISSUED. HOW CAN I VERIFY MY ATTENDANCE AT THESE EVENTS?

Some courses provide Certificates of Attendance. If this is the case, you will need to determine whether the course is core or supplementary or a mixture of the two. The Certificate of Attendance can then be used to verify your attendance on the said course.

I'M 55 YEARS OF AGE AND HAVE RECENTLY TAKEN EARLY RETIREMENT. DO I STILL NEED TO COMPLY WITH THE CPD SCHEME?

Retired Membership is only available for members over the age of 60. Up until this age you will still officially be a Voting member and therefore will need to comply with the CPD scheme. Many EHOs take early retirement and continue to work on a consultancy basis, in which case it is vital that they keep up to date with new legislation and changes in practice.

ARE TEAM MEETINGS ELIGIBLE FOR CPD?

Normally the answer to this question would be no. Most team meetings deal with general office procedures and administration, and therefore fall outside the CPD scheme. If there is a presentation as part of the team meeting and this presentation has a learning outcome for those present and is directly or indirectly related to environmental health, then this would be eligible for CPD. In fact this would be similar to in-house training.

WORKING IN A HOUSING IS I.T. TRAINING CORE OR

SUPPLEMENTARY CPD?

I.T. training is one of those topics which can fall into the core or supplementary category. If the I.T. training is directly relevant to the provision of environmental health service, then the training would be core CPD. An example of this could be a training course on how to record and access the premises database to enable you to carry out your duty as a distinct EHO. Similarly, if the course is a general I.T. training course then it should be classified as a supplementary CPD activity.

WHAT ABOUT MANAGEMENT TRAINING?

This is the same argument as with I.T. training. If the management training is directly relevant to the provision of an environmental health function, then the activity will be core. Otherwise, the activity should be classed as supplementary.

I'M A MANAGER AND NO LONGER ATTEND TECHNICAL SEMINARS - HOW DO I COMPLY?

Management courses/seminars, etc, as well as training events associated with delivering environmental health services, count for CPD credit at either Core or Supplementary level.

I HAVE FAMILY COMMITMENTS WHICH MEAN THAT I CANNOT ATTEND EVENING MEETINGS - WHAT CAN I DO?

You can make up any shortfall through submitting a CPD Assignment to gain CPD credit. These can be found each month in the Environmental Health Journal.

I WORK ABROAD AND THERE ARE NO LOCAL CPD EVENTS THAT I CAN ACCESS - WHAT CAN I DO?

Either use the facility of CPD Assignments, or produce your own alternative means of complying with the objectives of the Scheme and submit it to headquarters for approval. Please note that if you intend to do the latter, you must obtain approval before you embark on it.

I AM ABOUT TO LEAVE WORK TO

HAVE A FAMILY - WILL I HAVE TO COMPLY WITH CPD DURING MY BREAK?

Members who take career breaks are, if anything, more in need of CPD than others. If you wish to retain Voting or Graduate membership during your career break, you need to comply with the scheme. Don't forget that if you lose your Voting membership status, you will probably have to take and pass the APC in order to regain Voting Member status.

WHAT IF I DECIDE TO LEAVE THE PROFESSION?

If you intend to retain membership of the CIEH, you will need to comply with the requirements of the CPD Scheme.

WHO CHECKS ON WHAT I AM DOING AND HOW?

Each year, a sample number of Members will be asked to forward their previous three years' records to headquarters for scrutiny (or those dating back to 1996 during the first three years of the Scheme, unless carrying forward credit from 1994 and/or 1995). Certificates or records of attendance or other corroborating evidence of attendance at the activities recorded must be included.

WHAT HAPPENS IF I DO NOT ACHIEVE ENOUGH CPD HOURS?

You will be asked to explain the shortfall and give an undertaking to make up the lost hours and to comply fully with the requirements of the Scheme in the future.

WHAT HAPPENS IF I CONTINUE NOT TO COMPLY WITH THE SCHEME?

Your non-compliance will be referred to a CPD compliance panel who can make a complaint against you for contravening the Chartered Institute's Code of Professional Conduct. A disciplinary panel will then be convened to consider your conduct and you may be removed from membership.

I RECENTLY COMPLETED A SHORT COURSE, BUT I DON'T KNOW IF IT CONSTITUTES RECOGNISED CPD - WHAT DO I DO?

Your first contact for advice would normally be your Centre or Branch CPD Officer. If they cannot help, then contact the Professional Development Officer at Headquarters. You should use your Branch/Centre CPD Officer as first contact for advice on any aspect of the CPD Scheme.