

Continuing Professional Development (CPD) Policy

1. Continuing Professional Development is the term used to describe the systematic acquisition of knowledge and skills and the development of personal attributes to remain a competent professional. The Society regards the development and enhancement of CPD critical to the 'environmental' profession and expects Chartered Environmentalists (CEnv) and Registered Environmental Technicians (REnvTech) to 'take responsibility for personal development and work towards and secure improvements for a sustainable future.' (CEnv and REnvTech Practice Direction Competency D2)
2. Each Licensed Body (LB) must have in place its own CPD Policy. This shall give details of its expectations for participation in CPD, how it will monitor CPD, select a sample and give feedback. The policy should also include a procedure for dealing with an individual failing or refusing to submit their CPD records when requested.
3. At each Licence Review, the Society's Review Panel will require the LB to provide a copy of their CPD Policy. Evidence that CPD monitoring and sampling relevant to the Society's competences is being undertaken will be sought, and will include a review of CPD records.
4. It is regarded as good practice for professionals to carry out a variety of activities when undertaking CPD. Some examples of CPD activities include: conferences, training courses, seminars and debates, workshops, the provision of training, networking, study of relevant journals, writing articles etc., work based learning and voluntary work.
5. An individual registrant (CEnv or REnvTech) shall keep records of any CPD activities already undertaken. These should be reviewed to reflect on what was learnt and how useful the activity was. CPD records can be paper-based, on simple spreadsheets, use on-line systems, or any other preferred method. Registrants should ideally also have an action plan to further develop knowledge and skills in support of their individual career plan.
6. CPD activity need only be recorded once, so for example an individual using a company CPD recording tool does not need to duplicate the record in another medium.
7. Sufficient CPD is defined as the amount of relevant activities that individuals need to do each year to satisfy competency D2 and remain competent in their professional role. Each Licensed Body is to decide what is sufficient.
8. Licensed Bodies Monitoring of CPD:

From January 2019 onwards, each LB shall seek annual evidence of CPD compliance from a sample of its registrants. LBs should keep all CPD monitoring information for five years

With a CEnv or REnvTech licence LBs will need evidence either 1) from all of their registrants where the total number of registrants is 10 or fewer, or 2) from a 10% sample of their registered CEnvs, with a minimum sample size of 10 registrants up to a maximum sample size of 50.

Feedback shall be given to each registrant whose CPD record is selected for sampling.

9. The Society's Registration Authority (RA) may periodically request LBs to provide CPD records of their annual sampling, including the feedback given. The RA will review the records to confirm that the CPD Policy is being followed.
10. The Society shall host an annual CPD forum where LB representatives can discuss current CPD issues and share good practice.
11. The Society's CPD Policy will be reviewed on an annual basis by the RA and recommendations made as appropriate.