

IOP Institute of Physics

CPD Policy

1. The Institute of Physics uses the following definition of Continuous Professional Development (CPD): It is the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout working life. Put more simply, it is a life-long learning approach to planning, managing and benefiting from development activities.

2. CPD is an integral part of professional working life and the need for it is not dependent on career stage or status. All Institute members have responsibilities under its Rules of Conduct which CPD will assist them to fulfill; in addition members holding Chartered designation (s) are effectively required to undertake CPD and to encourage others to do the same.

3. Each individual should take responsibility for planning and undertaking their own development, taking account of their own and their employer's needs as appropriate. Development activities may take any form, as long as they result in relevant learning.

4. In order to maximise learning, and provide evidence of professional competence when required members are encouraged to record and reflect upon learning events, as and when they occur.

5. The outcome of any learning event (for example, the acquisition of new or improved competence) is more important than the type of event or time taken. However, in order to ensure that members develop an awareness of the full range of learning activities in which they participate and to provide a quantifiable measure the Institute does have a voluntary*, annual CPD 'points' scheme.

6. Under the 'points' scheme members are asked to undertake 35 points worth of learning per year- one point is given for one hour of informal learning, two for one hour of formal learning, and three for courses provided under the 'endorsed training provider' scheme. However, points only 'count' if the member records and reflects upon the outcomes of their learning.

7. Members may use any means* that is appropriate for them to record and reflect upon their CPD. The Institute provides 'MyCPD' for those members who wish to use it.

8. Members are not required* to submit any details of their CPD to the Institute, unless they are applying for a membership upgrade or for Chartered Status.

9. The Institute will provide a range of tools, advice and services to support members with their CPD. These will include:

- A flexible online tool for members to use to plan, record and reflect upon their CPD
- A series of help sheets providing guidance on the major CPD issues
- A range of learning opportunities such as mentoring, short courses and online learning
- Support for companies (for example promotional talks) wishing to encourage their employees to undertake CPD

*Evidence of ongoing professional development and the maintenance of continued competence is compulsory for renewal of Chartered Scientist status and this must be provided to the Institute at the time of renewal, in the format specified by the Institute. Please see the Chartered Scientist revalidation policy on CPD for more details.

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