

## 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 Codes and Rules of Conduct which CPD will assist them to fulfill; in addition members holding Chartered designation(s) are 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. 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. For this reason for a learning event may only 'count' towards your official CPD record if you have reflected upon the learning gained and how you will apply that learning.
5. Members may use any means that is appropriate for them to record and reflect upon their CPD. The Institute will provide a way for you to record your CPD through our website should you wish to use this service. This provides a means for recording and reflection aimed at assisting members in ensuring their record is both useful to them and will meet any formal requirement for the submission of a CPD record to the Institute.

6. The Institute will provide a range of tools, advice and services to support members with their CPD. These currently 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 and online learning
  - Support for companies (for example promotional talks) wishing to encourage their employees to undertake CPD
  - Networking opportunities including conferences and meetings, and a 'LinkedIn' group for Chartered Physicists
  - Access to knowledge via free access to PhysicsWorld and PhysicsWorld.com,