

February 2023

Example of a CPD record for members working in classified areas:

Date	What activity have you completed?	Learning Category	Why did you choose this activity?	What did you learn as a result of this activity?	How do you and others benefit from you carrying out this activity?	As a result of this activity what are your next developmental steps?
On-going	Physics Team briefings	Formal/Educational	Regular updates on the activities within Physics throughout the organisation.	Presentations on areas that are not in my immediate area to keep me abreast of current activities.	Myself and the organisation, in my broader understanding of our work and my ability to contribute to it.	On-going activity
February 2022	Attendance at international collaborative workshop on radiation standards	Formal/Educational	Opportunity for shared learning between colleagues.	I had the opportunity to network with colleagues and developed professional relationships that may support future development opportunities. We were able to share experiences and good practice. I was exposed to alternative methodologies used by other nuclear sites which could be beneficial to my employer. I believe I would benefit from additional research on the types of standards that govern the USA prior to the next workshop.	Potential to use different approaches in methodology, this could decrease authorship time of assessments if done correctly.	Look for an assessment to attempt alternative approach. Potential for further sharing at annual workshop. Book a quarterly VTC with other licenced sites to continue shared learning. Look into US standards and regulation before next workshop.

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March 2022	Literature search on x-ray spectroscopic techniques used in plasma physics	Self Directed	Needed to develop background knowledge of spectroscopic techniques relevant to plasma emissions	Learned of many techniques used on facilities in Europe, Japan and the USA; and why they these techniques were chosen.	Initially my immediate team who will be using these techniques in future experiments.	Arrange seminar to brief local team on the findings and provide a down selection of possible techniques to use. Make contact with researcher in Germany who has used these techniques for similar measurements.
May 2022	Peer Review of organisation's internal safety report on 'Safe alignment techniques of a specific laboratory'.	Work based Learning	Part of my organisation's corporate quality assurance requirements.	Complex process that required a significant amount of learning around the laboratory. Could benefit from increased operational experience to better understand operational/ engineering constraints on project. I have learnt about the approach to laser safety in a Class 4 environment.	Potential benefit in future operations for my organisation in laser operations.	Look for an opportunity to share knowledge with team members and good practice examples with the wider safety community.
June 2022	Ethics Training	Formal/Educational	Mandatory learning within the business	Group discussion following a video on sexual harassment within the workplace. Made aware of the issues that could arise in the workplace and how to deal with these issues.	Myself and all who participated in the event. The training explains how to come forward with issues if they arise and who to contact. With increased awareness on site that the support groups are in place for these issues, this will hopefully increase the likelihood of	Be aware of my surroundings and speak openly with colleagues about wellbeing. If an issue arises, reach out to ethics contact provided in the training to ensure adequate guidance and support is provided.

					someone coming forward with an issue.	
September 2022	SharePoint owner training	Formal/Educational	Part of my organisation's new IT system.	Good communication and engagement with the ECM team. I learnt how to use the new system and how to problem solve within that system. Also discussed what frequently asked questions to expect from users as I will be the point of contact for the group.	Point of contact for my group. Significant benefit in future operations for my organisation as the system will be used company wide.	Give a brief SharePoint presentation in next group meeting to give colleagues useful hints and tips. Look for opportunities to share knowledge with the team and be active in the Site Owner community, sharing good practices.
November 2022	IOP Awards Dinner	Professional activity	Increases my organisation's/ IOP links and allows good academic stakeholder engagement.	Good networking event on all levels. Increased awareness of achievements across the wider physics community and introduced to new physics ideas being used in industry.	IOP and my organisation from stronger relationship. Myself in generating contacts and the invitees from my organisation in recognising professional development. Academic stakeholders in closer links with my organisation	Identified several possible internal candidates for nominations for next year's awards. Continue interaction with event as a member of the HOPP committee.

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December 2022	Read Nuclear Decommissioning Authority (NDA) Good Practice Guide	Self Directed	I wanted to familiarise myself with NDA techniques to understand the assay values the NDA team have provided as part of the safety assessment I am authoring.	Learnt about various detector techniques and the pros and cons of various detectors. However, I'm currently not familiar with which detectors they tend to use on site therefore I will need to discuss further with the NDA team.	I took the time to learn and understand the assay values the NDA team have provided and therefore the assessment was 'right first time'. This is a benefit to myself as this will help me in authoring future assessments. It also benefits the company as the assessment was written correctly and delivered to programme.	Contact NDA team for a visit to the NDA lab to learn about assay techniques on site and the uncertainty in the assay results.
On-going	Mentoring/tutoring at Secondary School	Professional activity	To give something back to the community and apply knowledge in a teaching and mentoring capacity.	Spent one session every two weeks helping GCSE students with Physics and Chemistry. The time was spent explaining fundamental concepts and going through past papers.	Myself, by gaining experience in communicating with young adults and explaining technical concepts in a comprehensible way. The students by receiving focussed tutoring, and my organisation by promoting STEM and advertising the company as a STEM employer.	Create a lesson plan and a problem sheet to give to the students as homework for the next session.
On-going	Physics Symposium	Formal/Educational	To make myself aware of what other groups in Physics are doing in my organisation.	These meetings are a great chance to re-familiarise myself with physics I don't typically use in my day to day role. It's interesting to learn about the challenges other groups face and how they try to resolve them.	Myself and the business as it is important to understand how my role fits in to the wider business and strategy. Additionally, this is a great opportunity to network with the physics community in my organisation	Engage with organisers to discuss the opportunity to present in the future.

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On-going	Parents Teachers Association	Informal learning	To improve the quality of school life for parents, teachers and students.	Discussion regarding the curriculum and syllabus under which the students are being taught. Teachers discussed how they are planning to approach this and what parents can do to assist them outside of school hours. Some suggestions and ideas were raised that could be beneficial to parents and teachers in future. These meetings a mutually beneficial approach to schooling rather than simply having once yearly parent's evenings.	The main aim is to make the school a better place for children to learn and support teachers as much as possible.	Organise fund raising event for the school, last meeting discussed the possibility of an Easter fair. Ask for donations for the raffle prizes and support from local businesses to support the event. Look out for opportunities to volunteer, either in class, school trips or after school club.
On-going	Sport Coaching	Informal learning	To participate in something outside and completely decoupled from work, that requires a different skill set and to help the local community.	Coaching sports to children and teenagers several times a week. Teaching something completely unrelated to work activities, building your own sports knowledge and coaching skill set. Enabled development of team building, coaching and leadership skills.	Myself, through the development of key coaching skills and the satisfaction of teaching and the sports club through the support of additional coaches.	Look for opportunities for further develop my sports specific knowledge and general coaching skills.