



CPD Categories

CPD learning activities

It is not possible for the IES to develop guidelines to cover every conceivable type of situation which would qualify as CPD. Your CPD activities will depend on your specialty, the opportunities available, your priorities, and your personal learning styles and preferences and these should reflect a balance of learning activities relevant to your own current and future roles. Your CPD may be made up partly or wholly of activities not themselves environmental or scientific, but which are demonstrably relevant to your current or future roles, e.g. IT skills or learning a language.

We require members to record CPD activities under five learning categories. To ensure a good balance of activities you should include a selection of activities **in at least 3** categories.

1. Formal Learning

Formal/educational includes the participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities organised by professional bodies, learned societies or training providers; and also the preparation of papers, articles or presentations for a professional audience.

Formal learning activities may include:

- Undertaking a program of learning or research for an academic qualification
- Attending training courses
- Attending conferences or scientific meetings
- Undertaking distance learning or e-learning activities
- Maintaining or developing specialist skills
- Writing articles or papers for publication/circulation outside your normal work
- Preparing presentations for conferences or scientific meetings
- Preparing (new) material for training courses

2. Work based learning

Activities which may not require scientific expertise, but which help develop transferable skills and experiences which may be valuable in your current professional role or in future career directions.

Work based activities may include:

- Strategic thinking (e.g. projects for employers such as organisational restructuring, strategic planning and resourcing, external/community relations, facility development)
- Leadership skills
- Organisation and planning skills
- Finance skills
- Coaching and counselling skills

3. Professional activity

Professional activities involving the wider community of environmental scientists. Professional activities that support professional development include participating in the activities of a professional body, learned society or trade association, participating in activities that develop the professional skills and knowledge of other professionals, and participating in activities that apply scientific expertise for the benefit of the wider community.

Professional activities may include:

- Involvement in helping organise activities for the IES or other scientific or trade associations

- Organiser of a conference, scientific meeting or technical visit, outside your day job
- Being a referee for a journal
- Act as an examiner or supervisor of research (on a voluntary basis)
- Participation in a special interest group, panel or study group
- Taking part in workshops, focus groups and technical visits with other professionals
- Preparation of new materials for teaching others
- Preparation for giving presentations or taking part in a debate at conferences or scientific meetings
- Networking with professionals in other organisations
- Coaching or mentoring (voluntary)
- Taking part in online discussions on matters of major scientific or technical interest

4. Self-directed learning

Self-directed learning takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using human and material resources, and evaluating learning outcomes.

Self-directed learning may include:

- Structured reading of books, journals and articles to upgrade knowledge
- Upgrading knowledge through internet searches and the use of electronic information sources
- Reflective practice – assessing benefit of CPD activities to self, client or employer – identifying next steps

5. Other

This section is for voluntary work, public service and CPD that doesn't fit into the above categories.