



Completing your CPD record

When completing your CPD record, there are 4 standards that our assessors will be looking to see have been sufficiently met. The IES' online CPD recording tool allows you to input your CPD activities as you go, with the 'Reflections' box providing a space to briefly describe the activity and detail your reflections on that activity.

1. Minimum 30 hours' CPD completed

All professional members of the IES are required to complete at least 30 hours of CPD per year. These hours can take place across a range of categories and include a variety of activities. There are certain exemptions for members, such as being on a career break, parental leave, or a long-term illness. See the [CPD FAQs](#) (pdf) for a full list. Please inform the IES office if you believe you may be exempt from the full CPD requirements.

2. A suitable balance of activities across the five CPD categories

The [CPD categories](#) (pdf) gives you an idea of the breadth of activities that 'count' as CPD – it is vast! Members should aim to complete activities across at least 3 of the categories, unless undertaking a Masters' or other higher education qualification, in which case just 2 categories are required. To achieve a balance, activities must be present in at least 3 categories with a somewhat even spread across the categories – a tokenistic 1 hour in self-directed learning is not sufficient to achieve a 'balance'!

3. Activities undertaken at an appropriate level for your role and experience

This standard is a little more subjective and demonstration of this standard should be met through your description of the activity you undertook. This also gives you the chance to contextualise some activities that may not clearly match the level of your role. This may be the case if you have changed roles, undergoing refresher training, or returning from a career break.

4. Adequate reflections on your activities

Reflections are typically the most challenging part of the CPD record for our members to meet the required standard, so we have produced some more [in-depth guidance](#). To meet this requirement, members must reflect on their CPD activities, commenting on what value you believe that activity had on improving the quality of your work and why. Members must also demonstrate how your CPD activities have benefited the users of your work, such as customers, clients or students, and why. Both of these elements must be present in your reflections to meet the required standard.

It is good practice to reflect on each activity individually, and it is great practice to include a year-round reflection, evaluating your learning goals and journey over the course of the year. If you would like to do this, please add a record called Year-round Reflection under 'Other' learning category and record your reflections. The added bonus is that this reflection time also counts towards your hours total, so record the amount of time this reflection took you under 'Number of hours'.