CPD Guidance

Continuing professional development

'CPD is the holistic commitment of professionals towards the enhancement of personal skills and proficiency throughout their careers' – The CPD Certification Service

What is CPD?

Continuing Professional Development describes learning activities undertaken by individuals with the intention of increasing professional knowledge, competence and confidence.

Through CPD, organisations and individuals work together to promote or enhance further expertise among staff, creating a more adaptable workforce which is more able to respond to challenges.

CPD helps individuals to grow as professionals and improve their career prospects through a demonstrable commitment to self-development, identifying the need for acquisition of additional skills or knowledge where necessary.

Providing CPD training helps organisations to instil a culture of learning and development, leading to a more fulfilled workforce, greater retention of staff and competitive advantage with the market place/employment arena.

CPD covers a wide range of learning methodologies including training courses, classroom learning, conferences, eLearning, workshops and reflective practice. It enables vocational learning which is directly relevant to a job role, is structured and practical.

How does CPD work?

Learning is continual meaning individuals maintain, and build upon, up to date skill sets backed up by relevant qualifications.

There are three CPD learning types: structured, reflective and self-directed. A CPD activity may fall into more than one of these categories.

Structured learning refers to participatory study such as training courses, classroom learning, workshops, seminars and conferences.

Reflective learning will often be solitary activities such as reading articles, journals and case studies.

Self-directed learning is all unaccompanied CPD activity including reading books, relevant publications and magazines or research.

Training which is CPD accredited has been deemed to have reached required CPD standards and benchmarks identified by the CPD certification service.

CPD involves recording reflections on learning which enables learners to continually review what they have learned and its relevance to their job role, organisation and wider career. By consciously reflecting upon learning outcomes and their impact upon others, individuals are able to become more rounded professionals with a better understanding of their sector, job and themselves as learners.

When undertaking structured learning, certificates or records of attendance will generally be provided. For other CPD types evidence should be retained by the learner. Evidence will be attached to CPD activity records.

Progress is usually reviewed at regular intervals, particularly within sectors where CPD is mandatory. This will take into account evidence of learning and the learner's reflections and self-evaluation. Learners are able to consider the future direction their learning should take and what skills and knowledge may be required for their future development.

For learners

This CPD tool is for tracking and managing CPD learning. It allows learners to track their CPD activity as it is undertaken, automating the process where practical, ensuring CPD is not forgotten or pushed to one side due to busy schedules and certificates and other evidence is not lost.

CPD activity can be recorded in as much or as little detail as is necessary. For learners with CPD obligations, progress towards meeting the minimum hours is clearly displayed. Alerts and reminder emails can be set to aid organisation and planning.

Learners can attach reflections to their CPD activity encouraging learning retention. Self-evaluation can be recorded encouraging learners to think about how their learning will be applied, the impact it will have upon professional practice and whether there are any further skills or knowledge required.

CPD activity is stored centrally, is secure and can be easily exported when required.

The CPD tool also includes a powerful reporting function with which learners are able to produce reports regarding all aspects of their CPD activity or to customise reports using the report builder. These can be automated to run when required and can also be exported, saved and printed.

Guidance

This document will provide guidance on using the CPD tool found in the Sefton Council Training Booking System:

https://seftonclc.melearning.university/user/login

- Once logged in, you will find a ribbon at the top of your portal similar to below:

| HOME | COURSES | CPD | HISTORY | CERTIFICATES | APPRAISEES | MESSAGES | HELP | LOGOUT |

- To use the CPD tool, please hover over the CPD section where you will find the below options:

CPD	HISTORY
CPD activity	
CPD review	
CPD reports	
CPD settings	

- CPD Activity - Add CPD activity, recording log & activity history
- CPD Review - Review history
- CPD Reports - Activity dashboard
- CPD Settings - Compliance details, reminder emails & external training record

- This document will guide you through the following:
  - o Adding CPD activity
  - o Reporting functions
  - o Managing your CPD settings

Adding CPD activity

- On the CPD activity page you will find a green button at the top right of this page:

Add CPD activity >

- Click on this to find the below introduction:

Your CPD records help to prove that your knowledge and skills are up-to-date.
Recording your learning activity is a quick and straightforward process and should not be onerous. If you can, try to record your CPD activities as you do them.
This screen enables you to reflect upon what you have learnt; identify additional skills you may need, consider how you will apply your learning to your work practice, and provide evidence when proving competence to your current or future employer.

- To add CPD you should begin by inputting the **CPD Activity Details**:

- Ensure you save the details you have added and then click **'Next Section'**

To record this section as complete, please click into the 'Section complete' check-box.

☐ Section complete

Next section >   Save changes >

Clicking this button will save any changes
you have made

- Complete all sections using the key to signal your progress:

CPD activity

*CPD activity details	❗
CPD activity type	❗
CPD hours	❗
Supporting evidence	❗
Reflection	❗
Self-evaluation	❗
*Completion status	❗

Key:
❗ Not started
❗ In process
✅ Completed
* Mandatory

Note: When adding supporting evidence, **zip files cannot be used**. You can however add files up to 2-3gb.

Reporting functions

The system holds opportunities for a number of reporting functions.

You can select an action from the drop-down list on the right-hand side to:

- Download report as PDF
- Save the report
- Schedule report

Click on 'show filters' to narrow the search for reporting purposes:

- Search 'Fixed dates'
- Search 'Relative dates'

Managing your CPD settings

The settings you can manage are:

- Compliance details
- Review reminder details
- External raining Record

Ensure you click 'update' to save any changes

Individual Actions to take:

1.	**Gather** CPD activity information to include activity date, name, type, number of hours, supporting evidence to upload and thoughts on evaluation and self-reflection.	
2.	Download a report as PDF to suit your individual requirements.	
3.	Review your individual CPD to see where you would like to build upon and improve skills.	
4.	Attend training at Sefton CLC to improve these skills. https://seftonclc.melearning.university/user/login	