



Setting standards for the study and care of the historic environment

Continuing Professional Development

A Guide

Introduction

Continuing Professional Development (CPD) is the process by which individual archaeologists can develop their skills throughout their working lives. Most professional institutions operate a CPD scheme. Some are mandatory requirements of membership, others are issued as guidelines of good practice. The IfA's CPD scheme is mandatory and requires members to undertake at least 50 hours of CPD over a two year period. It is based on a **personal development plan (PDP)** and a **CPD log** and will result in the development of a **portfolio** of learning experiences.

Your personal development plan is where you record your aims and objectives and the means by which you plan to achieve them. Your CPD log is used to record the learning activities you undertake and can be used as evidence of your achievements. You can include any activities on your CPD log which help you achieve the learning goals outlined in your plan. Learning is not just about attending training courses or conferences; you can include the time you spend learning new skills or developing existing ones during the course of your work, time you spend researching or reading around new subject areas or learning from colleagues. The key is to try and identify the most appropriate ways of gaining the skills you need to achieve your goals.

This guide is designed to help members meet the requirements of the scheme. The pack includes all you need to get started: guidance notes, pro formas, information for employers and FAQs.



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COMPULSORY CPD – WHAT HAPPENS

At IfA's 2009 AGM a resolution was passed to run a one-year pilot scheme to monitor corporate members' compliance with the new requirement to undertake CPD.

Summary

This is a quantitative process to monitor the evidence that 50 hours of CPD is being undertaken in any two-year period, and that the CPD relates to the Personal Development Plan. Members need to supply on request PDPs (Personal Development Plans) and CPD logs. Individual members' logs will not normally be assessed more than once every five years, unless they apply to upgrade within this time.

The scheme is run on two levels

1 upgrading members

Upgrade applicants are required to provide PDPs and CPD logs as supporting evidence for their upgrade application.

2 existing corporate members

A random sample of existing Corporate members will be contacted by the IfA office and requested to provide PDPs and CPD logs.

New applicants need to commit to CPD as part of the requirements of membership, and CPD will need to be demonstrated on request from the year of IfA membership only.

Retired members also need to provide evidence of PDPs and CPD logs on request.

So how will it work?

Corporate members are randomly picked from the membership database and asked to provide within six weeks their PDPs and CPD logs for the previous two years.

All members are expected to produce, when requested, PDP and CPD logs dated from September 2009, or since becoming a member if after that date.

The PDPs and CPD logs are assessed to determine whether 50 hours of CPD have been recorded over the previous two years and that these recorded activities tie into identifiable objectives in the PDP. The assessment does not review the appropriateness, quality, or otherwise of the CPD and PDP. The assessment only reviews whether the CPD activity relates to a PDP objective.

Members who do not provide the documents will be reminded, and continued failure to provide the documents may lead to disciplinary action.

Members whose CPD is assessed and fails the criteria will be given advice and deferred until the next year to rectify it, with disciplinary proceedings a potential sanction after a second failure, if necessary.

The documents provided by members are confidential and held securely during the assessment process and shredded immediately after the assessment has been completed.



YOUR PLAN

Your Personal Development Plan

What is it? A document outlining your personal and professional learning targets for the next 2 years.

How do I do it? Set aside a decent amount of time, a stack of paper, and be honest with yourself.

- Where are you in your career? What are your short and long term goals? Do you want to change direction in the profession? Where do you see yourself in 2 or 5 years?
- Think about your current job. List your tasks / roles. If you are in employment, what do you think your employer wants from you (this may have been identified in your staff review)? Does it match what you want to do, or where you think your skills or interests actually lie? What sort of things are you doing now? Can you think of other things you might want to do or areas of responsibility in which you might want to engage?
- Are you equipped to do the tasks / roles you have just looked at? If not, where are the gaps? Identify your training needs in other words, whether they are directly related to historic environment practice or not. Do you know, for example, how to manage people, or read a spreadsheet, or assess risks, or use historical documents?
- List the skills you think you need to acquire, and prioritise them so that they will fit within a two-year timeframe. Consider where you might be able to acquire these skills. Will they be met through formal or informal learning at work, by short courses or conferences, or do you need to do a further degree or alternative programme, such as the NVQ in Archaeological Practice to achieve your goals?

Finally, write these out formally into your pro-forma PDP. The targets need to be SMART: Specific, Measurable, Achievable, Realistic and Timetabled.

Your CPD Log

What is it? A record of how you met the targets set in the PDP with an assessment of the skills you're acquired

How do I do it? Write down

- the learning you achieved or training you have taken part in;
- how it relates to your PDP targets;
- how the learning process happened (was it a seminar, course, conference, etc);
- how much time it took and
- what benefits you gained from the training.

Whatever learning you have undertaken, make sure that it links back to your PDP. How far has it taken you towards achieving your overall goals?

Don't forget your log can also be used to underpin your CV as well as demonstrating to the IfA and others what you have achieved.

Your portfolio

What is it? A file where you keep all the details of the learning experiences or training you have attended and any resulting paperwork, including certificates, etc.

Is it essential? No, but it is often required as part of the external monitoring process (eg as part of a degree or the NVQ in Archaeological Practice)

What should it look like? Entirely up to you, as is the appearance of the CPD log.



What counts as CPD?

Basically, any form of training or learning can count, so long as you can relate it to your overall goals set within your PDP. This means that you can also fit in unplanned opportunities as they arise if they met your targets. The flexibility of the CPD log and Portfolio mean these can easily be slotted in as they happen.

Does that mean I can put anything in then? No. General learning or activity that does not relate to your learning plan should not go in or the whole process would become unfocused and cluttered. You may, for example be attending a conference for 48 hours but only one session, or paper, is directly relevant to your PDP and so only that item or session should be recorded.

So what does count then? There are all sorts of relevant activities but examples include:

- Home-based learning
- Work-based learning
- In-house training courses
- External training courses
- Preparatory research
- Conferences
- Formal research
- Qualifications

OK. How long do I need to continue to record an activity? As far as the CPD process goes, it is about *acquiring* skills and knowledge, not necessarily about their continued practice. Learning how to use an EDM or an HER and putting that into practice is certainly part of the PDP process, but the continued application of it is not; it merely demonstrates that you have learned well and know what to do. If it were otherwise you would spend all your time writing down every activity you were doing. Researching a paper or lecture will be part of the process but the delivery will not be since the training element (the research) has been completed. Nonetheless, you may, for example, need further training to complete the task (learning how to write clearly and concisely, for example, or how to use PowerPoint effectively), in which case these too would be part of the learning and training process.

Anything else I should know?

Obviously, getting your PDP up and running requires a certain amount of time and self-discipline but equally it also needs support from your organisation to achieve what you, and they, want. Accordingly, you must discuss your training needs with them, as for example in the staff review process. The fact that you have already thought through these issues will help make these meetings even more positive and effective.

What do I do if my organisation is not interested in helping me achieve my training needs? This is a difficult area as ultimately no-one can force organisations to provide resources for their staff but as CPD becomes embedded within the profession it will become increasingly difficult for employers to ignore the need for training: it is in their interests too to have an effective and motivated workforce. You could talk to your Union Learning Rep, or if your organisation is an Registered Organisation (RO) then the IfA can take up such issues on behalf of the staff since training is a direct commitment for all ROs. If you have any problems or issues with the process as a whole, please contact the Professional Training Committee of the IfA whose responsibility it is to oversee the CPD process.

How much time should I allow? The required time commitment is not huge: **50 hours in two years, or two hours a month.** But the rewards should be a greater focus on where you are going in your career, and the opening up of new opportunities.



INFORMATION FOR EMPLOYERS

Professional development is quite rightly regarded as a commitment on behalf of the individual archaeologist; however, the process of identifying professional development needs and recording CPD is most effective when it is seen as a partnership between the archaeologist, their employer and the professional institution. Employers are expected to encourage their staff to undertake and record professional development activities and to incorporate support for CPD activities within their own staff appraisal or review processes wherever possible. It is, after all, in their interests to ensure that their staff keep their skills and knowledge up to date and seek to develop their professional competence.

Direct financial support for staff professional development activities may not always be possible but there are other ways employers can help with CPD. Staff appraisals are the ideal opportunity for a wider discussion of a staff member's career development and could be used to identify areas where the employee's aspirations may overlap with organisational priorities. Employees will benefit greatly from help in reviewing their progress and guidance from senior staff in choosing which routes to follow.

Line managers should be aware of the importance of individual development and be able to guide those for whom they have responsibility. They should be aware, not only of development goals but also of the different types of training requirements that different people have. Some people learn best in formal teaching situations but many others need an informal approach and will benefit much more from being given the opportunity to work alongside a colleague to acquire particular skills. Access to workplace facilities, use of work time, access to unpaid leave and encouragement and advice from workplace mentors can be very helpful and the potential for secondments, job swaps and work shadowing could be considered as relatively cost effective ways of providing development activities within the workplace.

The wide range of activities that take place, daily, in the workplace provide many of the most important learning opportunities. Try to give your staff the chance to experience different situations and develop a wide range of skills. Employees should also be encouraged to read widely and gain an appreciation of the context and wider issues related to their role.

The definition of 'professional development' should not be confined to technical competencies but should include the wider issues of environmental protection and health and safety as well as presentation skills, interpersonal skills, management techniques and legal and financial knowledge, where relevant.

Employers should be actively encouraging their employees to attend events organised by the IfA and its area and special interest groups and to get involved with local societies and research groups. These offer both technical updating, by means of formal lectures, and the opportunity for discussion with other professional people working in related fields. Encouraging staff to network in this way is a key means of raising both their own profile and that of the organisation.

Asking staff to link requests for training to objectives identified in their personal development plans is one way in which the use of PDPs can be embedded as an effective career development tool. Gaining membership of the IfA or upgrading to a higher grade are particularly effective CPD targets which should be encouraged and supported by employers.



FREQUENTLY ASKED QUESTIONS

Q Why do I need to do CPD?

A Nearly all Professional Organisations require some evidence of CPD to demonstrate that its membership is competent and know about developments in their sector. For some professionals (doctors, lawyers, etc) it is a legal requirement. It is also of value to you as a person and ultimately is about helping you to look at what you do and where your career is heading. CPD is now mandatory for corporate IfA members. You will be contacted by the office when you need to submit your CPD documentation, however it is important that you develop your plan and log your CPD now.

Q What does CPD stand for?

A It means Continuing Professional Development, but can also be viewed as Continuing *Personal* Development. It is about encouraging you to meet the demands of your job while identifying how to manage your work / life balance positively so that you can improve your career prospects.

Q My employer has a CPD system which we all have to use. Do you just want me to send my printout in?

A This is a good start, but the IfA CPD scheme goes further than a professional development scheme run by an employer, as it is for your own personal benefit as well. Compare what you have with the IfA guidelines and amend the documents if required.

Q I already do an annual Professional Development Review / Staff Appraisal at work. Is this the same as CPD?

A It is very similar and certainly can form the basis for your Personal Development Plan and CPD log. Certainly, if your Staff Appraisal documentation includes a personal development plan and some kind of record of what you have achieved since your last review, you will not need to duplicate this by filling in the IfA forms. If in doubt, send the documentation in if requested to do so and the assessment committee will advise on its suitability.

Q Does attendance at IfA conference (or any other conference / day school /training session) meet CPD requirements?

A Yes, it can do but only if you demonstrate a link back to items in your Personal Development Plan.

Q I'm a sole trader (or digger, etc) and don't have the time or money to go to lots of training courses and conferences. What else counts as CPD?

A Any activity can be related to CPD where it has been identified on your Personal Development Plan. In order to remain competent in what you do you will have to continue to develop in your work. All you are doing is making this explicit, through your Personal Development Plan and CPD Log.

Q I don't have a CPD log. Is there a template somewhere?

A All the relevant forms and guides are available on the IfA website:
www.archaeologists.net/modules/icontent/index.php?page=20

On the following two pages you can see sample pro formas for a PDP and a CPD log. You can download word versions of these documents from the IfA website at www.archaeologists.net/modules/icontent/index.php?page=20





PERSONAL DEVELOPMENT PLAN

Name:	Job title:	Period of plan:
Date reviewed:	Name of mentor:	Name of line manager:

	My specific learning goals	How I will achieve this	How this will be measured	When I will achieve this by	People who can help me with this
Personal objectives					
#1					
#2					
#3					
Professional objectives					
#4					
#5					
#6					
Work objectives					
#7					
#8					
#9					
#10					

CPD LOG



Name:	Job title:	Period of plan:
Date of update:	Name of mentor:	Name of line manager:

Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (if appropriate)	Outcomes/benefits	Follow up
CPD hours					
CPD hours					
CPD hours					
CPD hours					

Date of next review: