

# Continuous Professional Development FAQ

---

Published December 2014

The Chartered Institute for Archaeologists is a company  
incorporated by Royal Charter.

Power Steele Building, Wessex Hall, Whiteknights Road, Earley, Reading RG6  
6DE

---

---

# FAQ

***I am a new ClfA member. When does my CPD requirement start from?***

New professionally accredited members need to commit to CPD as part of the requirements of the Institute. CPD will need to be demonstrated from the year ClfA membership began and you will not be selected for monitoring until you have been a member for a full 12 months.

We encourage non-accredited members to start recording their CPD.

***I have retired but am still a member of ClfA – do I still need to do and record CPD?***

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

***How often will I have to supply my CPD record to the Monitoring Panel?***

Individual members' CPD records will not normally be assessed more than once every five years, unless you submit an application to upgrade your accreditation status within this time.

Members who's CPD has been assessed and received feedback that it was unsatisfactory will be required to submit CPD for review again the following year.

***I am attending a conference for 2 days – does all of this time count towards my CPD hours?***

Learning or activities should not automatically go into your CPD record unless they directly relate to the annual priorities that you set yourself. In this instance you should decide how much of the conference – sessions, papers, discussions etc – that you can tie into your Skill and Topic Area priorities and record that time only.

***What can I do if my organisation is not interested in helping me achieve my training needs?***

CPD is a personal responsibility of every professional, whether employed or not.

However, it is in the interests of employers to have an effective and motivated workforce and many will have policies about learning and development as well as the opportunity to discuss these issues at a staff review.

If your organisation is a Registered Organisation, ClfA expects it normally to provide at least 5 days training for its staff and to support them in their professional development.

***I already do an annual Personal Development Review / Staff Appraisal at work. Can I just send this in?***

It is possible to use existing templates from your employer for your CPD record, but you need to check that all the ClfA CPD minimum requirements are covered by this. You should compare what you have with the [ClfA CPD record template](#) and add or amend the documents if necessary.

***I'm a freelance archaeologist/sole trader and don't have the time or money to go to lots of training courses and conferences. What else counts as CPD?***

Although all CPD requires some dedicated time to do it, many learning activities such as reading, and research can be free. They can be done in your own time at home or – for example - at a local library. However, CPD also covers new topics and skills learned or developed during the course of your work. You can log any activity that you have undertaken which helps to meet your CPD priorities, no matter how long they take or how often. A list of suggested CPD resources will soon be available.

***Does CIfA have a CPD record template?***

CIfA's CPD record can be found <http://www.archaeologists.net/development/cpd>