

## Guidance on Submitting CPD using the IES Online Tool

Professional members (Fellows, Members and Associates) of the Institution of Environmental Sciences (IES) are required to complete 30 hours of Continuing Professional Development (CPD) per year. As the Institute of Air Quality Management (IAQM) is part of the IES, members at all levels must meet this CPD requirement.

Each year, the IES audits the CPD records of 10% of members with Chartered status achieved through the IES. For all other IAQM members, a minimum of 5% of members will be randomly select for audit. Shortly before the audit is to take place the IES Project Office will send all members an email reminder that CPD should be up to date. CPD entries for the randomly selected group will be reviewed by the IAQM committee at their January meeting. The audit will ensure that the member has undertaken the minimum number of hours of CPD activities and that the level and balance of these activities are appropriate for the member’s role.

The IES website provides guidance on submitting CPD records in the Members’ Area. IAQM members can upload an Annual CPD Record Sheet (an example is provided on the IES website). Alternatively, IAQM members can record individual CPD activities using the IES online tool. The following table provides additional guidance for IAQM members to determine what contributes to CPD and where it should be entered in the IES online tool.

IES Online Tool Category	What Contributes Towards CPD
Formal Learning	<ul style="list-style-type: none"> <li>• Seminar, conference or workshop attendance and skills gained;</li> <li>• Training courses undertaken; and</li> <li>• Distance Learning programmes undertaken.</li> </ul>
Work-based Learning	<ul style="list-style-type: none"> <li>• In-house training;</li> <li>• Knowledge gained through secondments/special projects;</li> <li>• Activities undertaken on a day to day basis (application of knowledge and understanding);</li> <li>• Reflection; and</li> <li>• Developing staff.</li> </ul>
Professional Activity	<ul style="list-style-type: none"> <li>• Team work/leadership;</li> <li>• Attendance at events organized by IAQM and other bodies;</li> <li>• Involvement in working groups/focus groups/forums/panels (especially IAQM); Networking/contact with other professionals;</li> <li>• Providing presentations/training/tutoring/lecturing; and</li> <li>• Writing papers and articles.</li> </ul>
Self-directed Learning	<ul style="list-style-type: none"> <li>• Reading relevant journals/magazines, reports, forthcoming legislation and key technical literature.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Contribution to the running of IAQM, such as drafting of guidance and organising events; and</li> <li>• Voluntary work, public service and CPD that doesn't fit into the above categories.</li> </ul>

When entering activities as CPD, members are required to make an entry under ‘Notes and reflection on activity’. This should include details of the professional skills, competencies or attributes developed, and whether the training was appropriate or valuable to continued development.