

## Guide to Continual Professional Development (CPD) NON-REGISTRANT MEMBERS

### 1. WHAT IS CPD?

CPD stands for Continual Professional Development and is the method of recording and monitoring the skills, knowledge and experience that you gain from undertaking your work.

You are recording what you did and what you learnt from carrying out a particular task. Through recording and reflecting on your CPD activities you will review the following:

- what skills and knowledge you needed
- what you learnt from undertaking the task, and,
- any training or future development need identified.

#### Why do you need to record it?

If you want to be the best, you need to make sure your skills and knowledge are up-to-date. CPD enables you to reflect on and answer the question, 'how can I do this job better?'

There is an obligation to maintain and review your skills and knowledge embedded in the Code of Professional Conduct, which states that Members of the Society will;

- take every reasonable opportunity to maintain and enhance knowledge and competence within their field of work. *Every member is required to maintain up to date Continual Professional Development (CPD) records*

### 2. What you need to do

As a Member of the Healthcare and Assistive Technology Society it is important that you keep your knowledge up-to-date and develop your skills so that you can deliver the best service possible for your customer.

The amount of CPD you need to record differs depending which level of membership you currently hold, Member or Registrant Member. (Details for Registrant members is available separately via the Society website).

#### CPD for Members

To help you prepare for the Registrant application process, the Society requires you as a non-Registrant Member to keep a record of what training and professional development you have undertaken over the past year. When you are due to renew your membership the Secretariat will ask you to submit a completed skills and training review sheet which will be kept on file with against your membership record.

Every month at renewal the Secretariat will randomly select 5% of the renewing members to sample the skills and training review sheets that have been submitted for that month. The purpose of this is to allow an in-depth review of the types of CPD activity being undertaken and provide feedback to the member about their CPD activity.

When completing your skills and training review sheet it is important to remember that the sort of things that can evidence learning and professional development are;

**Reading:**

- Reading specialist trade magazines and press can provide interesting and relevant articles about new technologies, new methods of working and changes of legislation
- Writing articles for peer reviewed publications

**At work:**

- Attending meetings where new methods of working are discussed and implemented
- Chairing meetings relevant to your work
- Work shadowing and job-swapping with colleagues
- Training new members of staff
- Mentoring new members of staff
- Deputising for your manager
- Taking on a new role and new responsibilities
- Networking and attending seminars
- Learning from accidents at work
- Attending trade shows, talking to members/customers and attending seminars
- Talking to the customer – what do they want and need?
- Reviewing feedback from your manager – appraisals, meeting performance targets etc.
- Reviewing feedback from your customers – feedback forms, comments boxes etc.

**Outside work:**

- Voluntary work
- Networking and seminars
- Training not specifically related to your role, but provides you with skills that can be used in your role

**Training courses:**

- Attending in-house training courses at work
- Attending external training courses hosted by other companies

### **3. The form – Member Skills and Training Review Sheet**

To help you tell us what you have done, a form has been created that you complete at your annual renewal and email back to [cpd@hatsoc.org](mailto:cpd@hatsoc.org) or post it back to:

Healthcare and Assistive Technology Society  
Suite 4.6, The Loom, 14 Gowers Walk, London, E1 8PY.

## How the Society reviews your CPD

The Secretariat will read through the Skills and Training Review Sheet and look for evidence of the following aspects:

1. The activity is relevant for the role being undertaken
2. That it is clear that undertaking the activity has helped you develop and do your job better.

The form is split into sections to prompt you to think about how the learning you undertook helped you and what it was relevant for. You do not have to write something in each section, only tell us what you have done. If you only think one or two of the sections are relevant that's fine.

There are no minimum numbers of hours you need to have spent on one aspect or another, what we are looking for is an honest and open account of what you have done over the past year to stay up to date and develop yourself as much as you could. You might only tell us about some training you have had or you might also be telling us about promotions and increased duties, mentoring colleagues and articles you have read. Some of you will have been more active than others, some of you will have roles that require you to undertake more training and professional development than others.

The form can be found on the Training and CPD page on the Society website: [www.hatsoc.org](http://www.hatsoc.org). A hardcopy will be automatically sent to you in your renewal month.