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**Consultation Events – York 13th November & London 30th November 2015**

**CPD Workshop Pre-reading**

**Dear Vision Rehabilitation professional and/or manager,**

We are delighted to be supporting RWPN in the design and delivery of the CPD Workshops at your November Consultation Event. My colleague Jane Gray will be facilitating the workshops and is looking forward to meeting you.

We have put together a brief paper below which provides some information about the outcomes we are looking to achieve from the workshops and some explanations of CPD. We have included examples of CPD and CET arrangements being used in pharmacy and optics.

Please take a few minutes to read the information below and explore the hyperlinks prior to attending the consultation event in November.

If you have any questions please feel free to get in touch via email gill@resoundtraining.co.uk or by phone 07795103545 or Tweet us @ResoundTraining

Yours sincerely,

**Gill**

Gill Brabner

Director

**Workshop aim:**

To enable RWPN to develop a structure and a culture for Continued Professional Development

**Learning outcomes:**

1. For all to gain an improved understanding of what a programme of CPD means for a profession - why it matters
2. For all to gain an understanding of the link between CPD and their appraisal and targets
3. For all to have an opportunity to discuss, and comment on decisions to be made.
4. For all views expressed to be considered whilst agreeing that in order to progress with the decision making not all will be adopted

The Chartered Institute of Personnel and Development (CIPD) offer a useful starting point for considering CPD, whilst focused on the HR profession their descriptors can be applied to any professional role.

[CIPD describe CPD as](http://www.cipd.co.uk/cpd/default.aspx) *a combination of approaches, ideas and techniques that will help you manage your own learning and growth. The focus of CPD is firmly on results – the benefits that professional development can bring you in the real world.*

**Benefits of CPD to individuals (adapted from CIPD)**

1. Build confidence and credibility; you can see your progression by tracking your learning.
2. Use to CPD to showcase your achievements. A handy tool for appraisals.
3. Achieve career goals by focusing on your training and development.
4. Cope positively with change by constantly updating your skill set.
5. Be more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge and experience.

**Benefits of CPD to organisations (adapted from CIPD)**

As organisations shift the responsibility for personal development back to the individual, the ability and insight to manage your own professional growth is seen as a key strength.

1. Helps maximise staff potential by linking learning to actions and theory to practice.
2. Helps professionals to set SMART (specific, measurable, achievable, realistic and time-bound) objectives, for training activity to be more closely linked to organisational needs.
3. Promotes staff development. This leads to better staff morale and a motivated workforce and helps give a positive image/brand to organisations.
4. Adds value; reflecting it will help staff to consciously apply learning to their role and the organisation’s development.
5. Linking to appraisals. This is a good tool to help employees focus their achievements throughout the year.

**Examples of models of CPD to consider for RWPN**

**1. CIPD**

The CIPD is a membership organisation for HR and Learning and Development professionals. The [CIPD requires its members](http://www.cipd.co.uk/cpd/what-to-do.aspx) to keep an up to date record of CPD.

There are no rules about what needs to be recorded or how much CPD needs to be done. Instead this professional body focuses on a reflective model that emphasises outcomes and results and encourages members to reflect back on the last 12 months and identify learning that needs to be undertaken over the next year.

The CIPD provides templates to record CPD but members can use their own or employer’s if they prefer.

Members can be asked by the CIPD to submit their CPD record as evidence of undertaking CPD.

**2. General Pharmaceutical Council**

The [GPhC sets the CPD standards](https://www.pharmacyregulation.org/education/continuing-professional-development/cpd-standards) for pharmacists and pharmacy technicians.

Pharmacy professionals must do the following to meet their CPD requirements:

* Keep a legible record of their CPD - either online at uptodate.org.uk, on a desktop computer, or on paper. It needs to be in a format published or approved by the GPhC, carrying the CPD-approved logo.
* Make a minimum of nine CPD entries per year that reflect the context and scope of their practice as a pharmacist or pharmacy technician.
* Keep a CPD record that complies with the good practice criteria for CPD recording published in the GPhC's requirements for undertaking and recording CPD: [Plan and record](https://www.pharmacyregulation.org/sites/default/files/gphc_plan_and_record_april_2014.pdf)
* Record how their CPD has contributed to the quality or development of their practice using the GPhC CPD framework.
* Submit their CPD record to the GPhC when requested.

**3. General Optical Council**

In optics there is a system of Continuing Education and Training known as CET which is a statutory requirement for fully qualified optometrists and dispensing opticians.

The CET scheme is a points-based scheme that runs over a three-year cycle. All full registrants must earn a minimum number of CET points by the end of each cycle to stay on the registers.

The requirements for the current cycle (ending on 31st December 2015) can be found [here](file:///C%3A%5CUsers%5CGill%5CDownloads%5Cgoc_cet_changing_a5_booklet_v5_pdf%20%281%29.pdf).

Useful points to note are:

1. Optometrists and Opticians must gain 36 CET points during the 3-year cycle
2. There is a minimum requirement of 6 points per year (to ensure that CET activity is spread out throughout the 3 year period)
3. At least 18 of the 36 points must be gained from an interactive mode of learning (this is to prevent all CET points being gained through journal articles)
4. The points must cover all the competency units