

 <p>The Geological Society <i>serving science & profession</i></p>	<p>The Geological Society of London</p> <p>REGULATIONS</p>	<p>Number : R/FP/13 Issue : 5 Date : 17/01/17 Page : 1 of 5</p>
	<p>CONTINUING PROFESSIONAL DEVELOPMENT</p>	<p>Approval Authority COUNCIL</p>

1 OBJECTIVE

- a) To ensure that arrangements are established for Fellows to undertake and record their Continuing Professional Development (CPD) so that their obligations to society, to maintain and develop the professional standards that the status of Chartered Geologist or Scientist and European Geologist, may be fulfilled.
- b) To enable the Society to monitor and audit these records.

2 SCOPE

This regulation covers the responsibilities of all Fellows who are Chartered or aspiring to be so. In addition, the responsibilities of the Secretary (Professional Committee) and secretariat are described for monitoring the CPD activities of Chartered Geologists (CGeol) Chartered Scientists (CSci) and European Geologists (EurGeol) as part of the annual revalidations required to retain these professional titles.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation R/FP/2: Criteria and Procedure for Validation as a Chartered Geologist
- Regulation R/FP/7: Codes of Conduct
- Regulation R/FP/11: Criteria and Procedure for Validation as a Chartered Scientist
- Regulation R/FP/10: Election and Renewal of the Title of European Geologist

4 DEFINITIONS AND OBLIGATIONS

4.1 Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for carrying out professional and technical duties throughout a working life.

It is mandatory for all Fellows working towards Chartership and for all Chartered Fellows who carry out professional activities related to geology to undertake and keep a record of CPD appropriate to their activities. This is regardless of whether they are employed, self-employed or providing geological advice as an individual, and whether they are active in the industrial, private or public sectors, research or teaching. In order to assist Fellows, the Society operates an online CPD reporting scheme. CPD recording is also highly recommended—for all unchartered Fellows acting as geologists in their professional activities, as required by the Code of Professional Conduct, (§ A.4 14).

All Chartered Fellows have an obligation to demonstrate that they are committed to a programme of developing technical and professional skills for their area of work throughout their professional career. This record needs to be sufficient to demonstrate the maintenance, enhancement and expansion of professional competencies.

4.2 Chartered Geologist

CPD is mandatory for all Chartered Fellows. It is strongly recommended that records are kept

using the online system. In order to maintain their Chartered status, they must affirm annually that they remain professionally active, and are maintaining and enhancing their professional competence through CPD and are keeping records of this, either via the Society's online system (preferred) or by using a company or other system. If selected for audit then the affirmation will need to be supported by the annual record and evidence of the CPD activities undertaken, together with their plan and reflect statements for the year.

4.3 Chartered Scientist and European Geologist

For **Chartered Scientists** and **European Geologists**, it is mandatory that they demonstrate on an annual basis to the Geological Society, as the Licensed Body awarding these titles on behalf of the Science Council and European Federation of Geologists, respectively, that they are undertaking and keeping records of appropriate CPD as part of the process of revalidation. This may be done either via the Society's online system (preferred) or by using a company or other system. Those who are not able to demonstrate a continued commitment to CPD will be removed from the registers of Chartered Scientists and/or, European Geologists. A proportion of records will be audited each year.

5 REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT

5.1 Types of activities that contribute to CPD

There are 6 main categories of activities identified for CPD and these are listed here:

- Formal learning
- Informal learning
- Professional practice
- Self-directed study
- On-the-Job learning
- Other

Each category contains a number of sub-categories and activity types spread across them, all of which can be considered valid for geologists to engage in, depending on their developmental needs. The range of possible activities is best illustrated in the form of a Mind Map, as shown in Figure 1. This shows a comprehensive listing and classification of activities; however, it is not exhaustive and there may be other activities that Fellows might offer as CPD.

5.2 Minimum requirements for amount of CPD

CPD is measured in unweighted hours and, while there is no upper limit to the amount undertaken, there is a minimum of 90 hours required per annum for those in full time employment. Activity in excess of the minimum, up to but not exceeding 20 hours may be carried forward to the next year.

For Fellows in full time employment, a minimum of 90 hours of CPD is to be recorded over at least three different categories. At least 30 hours of this should be in the 'On-the-Job learning' category. At least a further 30 hours will be outside this category, but still focused on general career development and skills enhancement associated with work. (NB Nearly all CPD activities grouped in the other 5 main categories potentially fall within this focused programme, depending on the individual's personal development plan for the year). The balance of the minimum 90 hours can either continue the focused programme, be opportunistic or used for broadening knowledge of the geosciences overall. Fellows who are retired or not in work for any reason have different required amounts of CPD, as shown in Table 1.

5.3 Planning and Reporting CPD Activities

Using the principles of Plan, Act, Reflect, it is recommended that Continuing Professional Development is carried out as an annual cycle with the plans, activities and reflections all being recorded.

At the beginning of each year personal needs for CPD should be evaluated in relation to current and planned professional activities, as is required by many employers' management schemes.

At the end of the year a review and reflection should be made on the extent to which planned CPD objectives have been achieved. Conclusions of this review should then be recorded and analysed as an input to planning CPD needs for the next year.

Table 1 Minimum Amounts of Annual CPD for Chartered Fellows in Various States of Work

Work Status of Fellow	Min annual CPD, total hr	Min total CPD hr in On-the-job learning	Max annual carry-over of excess hr
Early career (pre-Charterhip) Fellows	≥90	≥30	20
All Fellows in full time employment, or on sabbatical leave	≥90	≥30	20
All Fellows in part time employment (eg, work sharing)	≥50	≥16	10
All Fellows on extended leave (carers, parental leave, prolonged illness, etc) (but with special pre-arranged GSL dispensation, 50% of these hours may, exceptionally be allowed)	≥40	≥0	8
Retired Fellows offering occasional professional services or who wish to retain their chartered status, and unemployed Fellows	≥50	≥0	10
Retired Fellows not offering professional services or who do not wish to retain their chartered status	optional	≥0	—

5.4 Requirements for Chartered Scientists

Chartered Scientists need to meet the requirements of the Science Council which include:

- evidence of planning of CPD at the commencement of each reporting year;
- an evaluation and reflection at the end of each reporting year on what has been achieved;
- an indication of how the CPD has benefitted the quality of practice;
- an evaluation of how CPD has benefitted the users of their professional services (employee, customer, student etc).

Further details and current advice can be found on the Science Council website:

www.charteredscientist.org/aboutscsci/cpd-standards

6 THE RESPONSIBILITIES OF THE SECRETARY (PROFESSIONAL COMMITTEE) AND SECRETARIAT IN RESPECT OF CPD

The Secretary (Professional Committee) is responsible for monitoring the CPD activities of all Chartered and EurGeol Fellows, assisted by the secretariat. These responsibilities will include the following aspects:

6.1 Registers

The Secretary (Professional Committee) is responsible for supervising the Fellowship Office in maintaining the following records:

- a Register of all Chartered Geologists who affirm that they are professionally active and maintaining their competence through CPD and including details of their CPD records submitted and accepted.
- a Register of all European Geologists, for whom the Geological Society is responsible for maintaining their title, including details of their CPD records submitted and accepted;
- a Register of all Chartered Scientists, for whom the Geological Society is responsible for maintaining their title, including details of their CPD records submitted and accepted.

6.2 Audit of CPD

Each year, a representative sample of all Chartered and EurGeol Fellows will have their CPD Record audited. Audits will take place no earlier than the beginning of the second quarter of the year. If selected to be audited, the Fellow is required to submit his or her complete CPD record. This will comprise the start of year plan, the records of all CPD activities undertaken (with evidence), including a contemporary evaluation and an end of year reflection on the value and progress made towards goals set.

The audit will seek to verify that:

- 1 the minimum number of hours have been spent appropriate to the work status (see Table 1 above)
- 2 the spread of activities is reasonable and relevant and in accordance with Table 1; and
- 3 the Fellow has achieved all or most of the planned goals.

All professionally active CGeol Fellows must submit an annual affirmation that they have maintained and enhanced their professional competence through CPD and have kept suitable records (see §4.2 of this Regulation). If selected for audit then the affirmation will need to be supported by the Fellow's complete CPD record.

All professionally active CSci and EurGeol Fellows must submit annually their complete CPD record for the year being audited. This may be effected by using the Society's online scheme (preferred), or by submitting their record of CPD based on a company or other system (see §4.3 of this Regulation).

7 REVIEW

In common with other Regulations relating to membership and Chartership, this Regulation will be reviewed at intervals of no more than three years to ensure that it is still fit for purpose.



Figure 1 ~ CPD Activities Mind Map