

Geological Society CPD Recording Scheme – Log Book

(for 2016 CPD records only)

Name:	Fellow number:
Year <i>(example Year 1/2015)</i>	3 year period <i>(example 2015 - 2017)</i>
PLAN <i>Your CPD objectives for year ahead</i>	

GSL POINTS WEIGHTING TABLE

The table below sets out the points that can be achieved for the different activity types within each year of a CPD period

CATEGORY	ACTIVITY TYPE	POINTS WEIGHTING	MAX POINTS ALLOWED
Acquiring knowledge and skills by deployment	Professional Practice	1 point/ 8.0 hours	40 (320 hours)
Enhancing and maintaining skills and knowledge	Formal Learning (tested)	1 point/ 1.0 hours	30 (30 hours)
	Formal Learning (untested)	1 point/ 1.5 hours	30 (45 hours)
	Formal learning/training	1 point/ 2.0 hours	30 (60 hours)
	Self-directed study	1 point/ 2.0 hours	30 (60 hours)
Participating in the geoscience community	Non-work activities	1 point/ 3.0 hours	30 (90 hours)
	Contributing to knowledge	1 point/ 1.0 hours	30 (30 hours)

If you achieve more than the recommended number of points, some or all of the excess can be carried over to the next year within a CPD period.

- If you are in full time employment you can carry over a maximum of 30 points
- If you are not in full time employment, you will be on the reduced point's scheme and can carry over a maximum of 20 points

Note. Points cannot be carried between CPD periods

ACTIVITY LOG

Example

Date	Category	Activity Type	Description	Time spent (hrs)	Points
1/1/2015	<i>Participating in the geoscience community</i>	<i>Contributing to knowledge</i>	<i>Scrutineering – assessed application and interviewed candidate for Chartership</i>	5	5

REFLECT

Reflective analysis of your objectives against the activities completed.

PLEASE KEEP THIS LOG BOOK IN A SAFE PLACE AS YOU MAY BE REQUIRED TO SUBMIT IT IF YOU ARE SELECTED FOR AUDIT.

ABOUT THE CPD SCHEME

Continuous Professional Development (CPD) is a way for professional geologists to maintain and develop the standards of technical and professional competence required for their work. As well as broadening your knowledge, CPD gives assurance to your employers, and to society in general, that you are professionally competent.

When to record CPD activity

As a Fellow of the Society who is a candidate for chartership you need to show, through professional practice, education, training and participation within the geological community, that you are maintaining and improving your professional competency. You also need to demonstrate that you are committed to maintaining your CPD throughout your career.

You can do this by recording any activities you undertake which improve and develop your skills. There are a range of activities which contribute to your CPD, from attending conferences to developing your business skills. We encourage a Plan-Act-Reflect approach. Outline your aims and objectives for each year, record the CPD activities undertaken and reflect on what you achieved (learning outcomes).

CPD doesn't end once you have achieved chartership. In order to maintain your chartered status, you must continue to record CPD activities throughout your career.

The CPD scheme operates in a three year reporting period.

Auditing

A proportion of **Chartered Geologists** are selected each year for an audit of the CPD records, in order to ensure that all CGeols are maintaining their records. If you are selected, you will be required to present a written account of your CPD activities.

Other forms of chartership

If you are a **Chartered Scientist**, you are required by the Science Council to confirm annually that you are maintaining your professional standards, using your CPD records. The Society takes responsibility for CScis who are also our Fellows, through our recording scheme and annual audits.

We also provide this service for those who hold the European Geologist title (EurGeol), in accordance with the requirements of the European Federation of Geologists (EFG).

Exceptions

The CPD scheme is designed to take into account changes in your working patterns which may make it difficult or impossible for you to meet the usual targets set out.

You may wish not to record CPD during periods of extended leave from normal work, such as during parental leave, periods of illness or career breaks. In such cases, the three year recording cycle may be suspended.

If you are retired, or out of work for any other reason, alternative requirements apply. Maintenance of the CGeol and EurGeol titles during retirement is taken to imply that you may still be available for consulting work etc., so there is still a case for you to maintain CPD.

If any of these circumstances apply to you, or if you wish your case to be considered as an exception for any other reason, you should contact the Fellowship Office for advice. Exceptions will be assessed and permitted or otherwise by the Professional Secretary.

Getting started

Recording CPD activities

It is recommended that you record at least 60 points for each year, including some professional practice and two or more other activity types. Start by outlining your aims and objectives for the year, record your CPD activities and at the end of the year add an annual review and reflect on what you achieve.

For each CPD activity select the activity type (see activities section):

- add a description of the activity
- enter the start and end dates
- indicate the organiser
- state any evidence of your participation
- enter the number of hours you spent on this activity

Activities have a different points weighting dependent on the number of hours spent on that activity. (*see the points weighting table on page*)

There is no limit to the number of hours that can be recorded for any given activity type, but once the maximum number of points indicated on the weighting table has been reached, no more points will be included in the total for this activity type. You may still record the activity so that your CPD record is as complete as possible.

Are you using an alternative scheme?

If you are using an alternative scheme to record your CPD (e.g. through your employer) you need to inform us by email membership@geolsoc.org.uk You will need to repeat this for each year of the reporting period that you are using alternative scheme.

CPD ACTIVITIES

When you add a new CPD activity you must select one of the activity types from the list below, and then provide a brief description about the activity.

A definition of each of each of the activity types is provided below.

Professional Practice

CPD in this area is defined as ‘self-development to meet or exceed the requirements of the role of a professional geologist/scientist’. It is what you learn whilst you are working. It includes the development of your general management and/or business skills as well as geological (or scientific) skills or knowledge. It does not include day to day work. To count as CPD in Professional Practice, your work activity must go beyond your normal routine tasks or utilising your existing skills and knowledge. When you record CPD in this activity type, you should indicate the nature of the skills or knowledge developed. Examples of the types of work-based development that will count as CPD include:

- Improving knowledge (geological knowledge, knowledge of legislation or regulations, researching best practice in human resource management or health and safety etc)
- Professional or business development, e.g. developing financial, report writing or project management skills
- Interpersonal development, e.g. developing communication or negotiation skills
- Developing technical skills (geological techniques or methods, IT, data analysis, modelling skills etc)

Formal Learning (Tested)

This applies where the aims and objectives of the training are well established. You actively participate and your performance or ability is tested upon completion. A third party provides the training (e.g. an employer through on-the-job training, or a dedicated training provider). You gain a higher rate of points for courses where work is tested. Your participation is validated by course certification/authentication (e.g. by your employer).

Formal Learning (Untested)

This is where the aims and objectives of the training are well established, but your performance or ability is not formally tested. A third party facilitates or directs your training (e.g. employer through on-the-job training, or a dedicated third party provider).

Informal Learning/Training (also known as experience based or experiential learning)

The aims and objectives may not necessarily be established or are not specific to your training needs. Informal learning provides you with improved breadth or depth of geological knowledge or an improved understanding of a subject relevant to your employment. Your participation is largely passive (e.g. attendance at a lecture or conference etc).

Self-directed Study

This is an activity that provides you with an increased breadth or depth of geological knowledge, or an improved understanding of a subject relevant to your employment (e.g. reading to keep abreast of published information or an area of geology new to you).

Non-work Activities

This includes:

- Participating in the functioning or management of professional organisations
- Organising conferences or similar events
- Undertaking coaching and mentoring to support the professional development of a chartered candidate
- Communicating science to the non-geoscientific public (e.g. via a press interview or newspaper/magazine article)

Contributing to Knowledge

This primarily refers to your participation in publishing or related activity. It can include:

- Making presentations, publishing papers/books/articles and seeing papers through to publication whether as a writer, editor or referee
- Writing minutes, reports etc. for professional bodies

CPD FAQs

This guide should answer any questions you might have, but if you have any queries that are not answered here, please contact the Fellowship Office on membership@geolsoc.org.uk

Who will look at my CPD record and why?

You will! It is one place to record activities that might go into your CV. If going through the Chartership process or applying to become EurGeol, your assessors will look at the record as evidence of a serious approach to professional development. If applying to become a Scrutineer, the selection process requires evidence of a professional approach to CPD.

We will – as part of the audits of CPD activity that we carry out to ensure that Fellows meet the requirements of the chartering authorities (ourselves, the Science Council, and the European Federation of Geologists).

How many points do I need?

As a guide, 60 points is adequate to show sufficient commitment. You can carry ‘excess’ points over, but it is better to record what you need and to make sure that the balance of activities aligns with your ‘plan’ and ‘reflect’ components.

What happens if I don't clock up enough points?

We will not throw you out without reading what you have to say in the text boxes before and after the entered activities. Far from it. There are many good reasons why Fellows might not gather enough points, such as maternity leave or a break in employment. Your CPD activity can help you through such periods. If you are not in full-time employment please inform the Fellowship Office.

I am recording CPD using my employer's scheme; do I also need to record on the GSL's scheme?

If you are recording on an alternative CPD scheme and do not wish to re-enter CPD data on our scheme, you can let us know by emailing us membership@geolsoc.org.uk

I spend most of my time managing staff, some not geologists – how can I accumulate CPD that is recognised by the Society?

This happens to many of us as we progress. The Society recognises the immense value that geologists bring to more senior roles in organisations, and it is entirely appropriate to enter CPD activities that reflect the acquisition of management skills and experience.

I work in industry; how can I contribute to knowledge?

This is not the primary area of your work and hence you may just occasionally be involved in this area of CPD when you publish a paper/report or give a presentation at a Specialist Group meeting or conference. Your contribution to knowledge is more commonly going to be 'in house' where you transfer knowledge to your colleagues.

I work in academia; can't I clock up all my CPD as 'contributing to knowledge'?

Contributing to knowledge is the primary function of academic work; hence much can be classed as normal professional activity. Work producing published papers however would be classed as contributing to knowledge CPD. It is important that a balanced portfolio of activity is recorded with the learning associated with research activity likely to fall into the category of CPD in Professional Practice.

What about teaching?

If you teach at whatever level you will increasingly do so within the framework of recognised skills development. University staff can record activities associated with the Higher Education Academy as CPD, including under Professional practice specific learning and achievements in teaching. Reading and learning in order to develop courses fits under Informal learning. Development of new courses is Professional Practice. Presentations and attendance at conferences, such as that of ESTA, are CPD.

Geological Society CPD Recording Scheme – Log Book

(for 2016 CPD records only)

Where can I find a full explanation of the requirements of the CPD scheme?

The requirements, an explanation of the categories and activity types, and other terms used in connection with the scheme can be found on the CPD Activities section.