

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/13 Issue : 3 Date : 27/11/13
	CONTINUING PROFESSIONAL DEVELOPMENT	Page : 1 of 6 Approval Authority COUNCIL

1 OBJECTIVE

To ensure that arrangements are established for Fellows to undertake and record their Continuing Professional Development (CPD) and for the Society's audit of these records. This is to maintain and develop the professional standards that Chartered Geologist or Scientist and European Geologist status confers.

2 SCOPE

This regulation covers the responsibilities of Fellows, Chartered Geologists (pre and post 1 January 2011), Chartered Scientists, European Geologists and charterhip scrutineers for undertaking continuing professional development. In addition the responsibilities of the secretary (professional committee) and secretariat are described for monitoring the CPD activities of the latter four categories 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

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.

A Fellow who carries out professional activities related to geology should 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 of 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.

Fellows applying for validation as a Chartered Geologist (CGeol) or Chartered Scientist (CSci) or for award of the European Geologist title, 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

needs to be sufficient to demonstrate the maintenance, enhancement and/or expansion of professional competencies.

Chartered Geologist (pre and post January 2011), Scrutineers

Recording of CPD is voluntary for those **Chartered prior to 1 January 2011** and for other Fellows. It is strongly recommended that records are kept using the online system. Those gaining **Chartered status after 1 January 2011**, in order to maintain this status, are required to 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 or by using a company or other system. This also applies for those on the Society's list of **Scrutineers**. If selected for audit then the affirmation will need to be supported by evidence of the CPD activity.

Chartered Scientist, European Geologist

For a **Chartered Scientist** or **European Geologist**, 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 using the Society's online scheme or by reaffirming the recording of CPD on 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 Scientist and/or European Geologist. A proportion of records will be audited each year.

5 REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT

5.1 Types of activities that contribute to CPD

The online CPD reporting scheme operated by the Society identifies the following activities that can contribute to Continuing Professional Development:

- professional Practice
- professional Practice is defined as:
- 'self-development to meet or exceed the requirements of the role of a professional geologist'

This will include developing general *managerial* or *business skills* as well as *geological skills* or *knowledge*. This does *not* include day to day work. To count as Professional Practice the work activity must extend beyond carrying out routine tasks or utilising existing skills or knowledge Recording under this activity type, should indicate the nature of the skills or knowledge developed rather than just giving a job title or name of a project. Examples of the types of work-based development that will count as Professional Practice 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, eg developing financial, report writing or project management skills;
- interpersonal development, eg developing communication or negotiation skills; and

- developing technical skills (geological techniques or methods, information technology, data analysis, modeling skills etc.)

Formal Learning (Tested)

Formal learning (tested) applies to active participation in training that has well established aims and objectives, and where performance or ability is tested upon completion. A third party provides the training such as an employer through on-the-job training, or a dedicated training provider.

Formal Learning (Untested)

Formal learning (untested) is where the aims and objectives of the training are well established but performance or ability is not formally tested. A third party such as an employer or a dedicated training provider facilitates or directs the training, which may be on-the-job training.

Informal learning/training (also known as experience-based or experiential learning)

Here the aims and objectives may not necessarily be established or are not specific to training needs. Informal learning provides improved breadth or depth of geological knowledge or an improved understanding of a subject relevant to employment. Participation is largely passive eg attendance at a lecture or relevant conference etc.

Self-directed Study

Self-directed study comprises an activity that gives:

- an increased breadth or depth of geological knowledge; or
- an improved understanding of a subject relevant to employment or professional activities. This includes reading to keep abreast of published information.

Non-work activities

Non-work activities include:

- participating in the functioning or management of professional organisations, eg the Geological Society, etc.;
- organising conferences or similar events;
- undertaking coaching and mentoring to support professional development; and
- communicating science to the non-geoscientific public eg via press interview.

Contributing to knowledge

Contributing to knowledge primarily refers to publishing and related activities. It could include:

- making presentations, publishing papers/books/articles, and seeing papers through the press whether as a writer, editor or referee; and
- writing minutes, reports etc for professional bodies.

5.2 Minimum requirements for amount of CPD

The amounts of Continuing Professional Development carried out can be reported on the Society's points-based scheme or it can be used for guidance. In this scheme each CPD point for each activity is equated with a number of hours participation (see Table 1 below). This scheme ensures that those activities that are of greatest benefit are given greatest importance.

For those who are in employment it is recommended that a minimum of 180 points over 3 years, with at least 60 points should be recorded in each year. Years 2 and 3 can include up to 30 points carried over from the previous year. At least 15 of the points should be recorded annually under Professional Practice and the record should show two or more other activity types.

Those who are not employed should record a minimum of 120 points over 3 years with at least 40 points recorded in each year. Years 2 and 3 can include up to 20 points carried over from the previous year. No activity type is mandatory but points should be recorded under at least two activity types each year.

5.3 Planning and Reporting CPD Activities

Using the principles of Plan, Act, Reflect, it is recommended that Continuing Professional Development is planned and evaluated at least annually and the proposals are 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: Weighting of CPD categories and activity types

Category	Activity type	Points weighting (conversion of points to hours)	Maximum points allowed per year
Acquiring knowledge and skills by deployment	Professional practice	1 point / 8 hours	40 (320 hours)
Enhancing and maintaining skills and knowledge	Formal learning (tested)	1 point / 1 hour	30 (30 hours)
	Formal learning (untested)	1 point / 1.5 hours	30 (45 hours)
	Informal learning/training	1 point / 2 hours	30 (60 hours)
	Self-directed study	1 point / 2 hours	30 (60 hours)
Participating in the geoscience community	Non-work activities	1 point / 3 hours	30 (90 hours)
	Contributing to knowledge	1 point / 1 hour	30 (30 hours)

5.4 Mandatory Continuing Professional Development

General Requirements

It is mandatory for all Chartered Scientists and European Geologists to:

1. Undertake Continuing Professional Development;
2. Meet at least the minimum requirements regarding the amounts of CPD undertaken as defined in Section 5.2 of this Regulation; and
3. Submit a formal record of CPD undertaken to the Geological Society (in their capacity as a Licensed Body that is responsible for the maintenance of the titles). The record must be submitted at the time and frequency defined by the Geological Society as the Licensed Body on behalf of the Science Council (CSci) and the European Federation of Geologists (EurGeol).

It is also mandatory for Geologists who became Chartered after 1 January 2011 and for Scrutineers to undertake items 1 and 2 above.

Requirements for Chartered Scientists

Chartered Scientists need to meet the requirements of the Science Council which, in addition to those in the 'General Requirements' section above 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.sciencecouncil.org

6 REGISTERS

The Fellowship Office is responsible for maintaining the following records:

- a Register of each Chartered Geologist (chartered after January 2011) who affirms that they are professionally active and maintaining their competence through CPD
- a Register of each European Geologist that the Geological Society is responsible for maintaining their title, including details of CPD records submitted and accepted;
- a Register of each Chartered Scientist that the Geological Society is responsible for maintaining their title, including details of CPD records submitted and accepted.
- a Register of Scrutineers of the Geological Society

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 it is still fit for purpose.