An example of a CPD submission by a Research Professor in a university School of the Environment

Commentary

The attached submission was made by a CSci registrant who was selected for audit as part of the CSci revalidation process in 2012. The submission consists of:

a. A 12 month summary (October 2011 to September 2012 inclusive) of the CPD programme taken from the RSS online CPD system.

b. A completed *Chartered Scientist CPD Revalidation Form.* This form contains the relevant context and reflection information necessary to assess the CPD activity against the Science Council's standards.

As this registrant had used the RSS online CPD system, both the *reviewed Activities* and *Benefits Gained* reports were submitted. In combination they provide information on the categories of activities undertaken, the number of learning hours undertaken and the reflective practice comments describing the benefits of each activity.

The panel of assessors concluded that this submission fully met the Science Council CPD standards, including the requirements of the RSS CPD Policy.

The submission has been (partially) anonymised for the purpose of providing this exemplar of good CPD practice.

REVIEWED ACTIVITIES REPORT

Activity Type	Title	Start Date	End Date	Learning Hours
Professional activity	▆▆▆▆ Working Commission on Construction Industry Economics (Business Meeting)	27/06/2012 13:00	27/06/2012 13:00	3
Self-directed learning	EVIEWS on-line training	10/09/2012 09:00	10/09/2012 13:00	4
Professional activity	Inaugural meeting: ▆▆ Task Group on Global Construction Data	29/06/2012 10:00	29/06/2012 13:00	3
Work based learning	Research Training Workshop: Factor Analysis	07/12/2011 09:00	07/12/2011 16:00	6
Work based learning	Research Training Workshop: Factor Analysis	16/05/2012 09:00	16/05/2012 16:00	6
Work based learning	Research Training Workshop: Introduction to SPSS	10/10/2011 09:00	11/10/2011 16:00	12
Work based learning	Research Training Workshop: Introduction to SPSS	11/04/2012 09:00	12/04/2012 16:00	12
Professional activity	Webinar Workshop: Purchasing Power Parity Data	17/07/2012 09:00	17/07/2012 16:00	6
Professional activity	Writing journal papers	03/01/2012 00:00	31/05/2012 00:00	40
TOTAL				92

BENEFITS GAINED REPORT				
Title	Learning Hours	Activity Description	Benefit to Practice	Benefit to Users
████████ on Construction Industry Economics (Business Meeting)	3	Meeting of the ████████ to discuss the issue of the unreliability of data on international construction activity.	The meeting brought together an international group of construction economists to collectively consider the problems of valid data collection to assist the work of my ████████ ████████	The group were able to agree to set up a Task Group to work together on mutual solutions.
EVIEWS on-line training	4	Basic training in EVIEWS econometrics software programme.	Acquiring knowledge in the use of this software.	Knowledge transfer to other researchers.
Inaugural meeting: ████ Task Group on Global Construction Data	3	First meeting of the Task Group.	The Task Group set out a programme of work for a two year period to lead to the production of a report on methodologies of data collection to improve the reliability of macro-data.	Collaborative discussions to disseminate best practice in the collection and compilation of base construction activity data.
Research Training Workshop: Factor Analysis	6	Training workshop (full-time students).	The quality of completed questionnaire analysis was greatly improved. This led to better quality dissertation outputs by the student body.	The approach was case study based. The students were able to jointly work on the application of factor analysis using their own questionnaire survey data.
Research Training Workshop: Factor Analysis	6	Workshop for Distance Learning PhD students via Elluminate Live.	The quality of questionnaire survey analysis has led to improved research outputs.	The approach was case study based. The students were able to jointly work on the application of factor analysis using their own

				questionnaire survey data.
			Experience of using Elluminate Live.	
Research Training Workshop: Introduction to SPSS	12		Research students are attracted to study at the institution because of the training provided. Better quality application of research methodology .	Ensuring that researchers with limited statistical knowledge acquire an understanding of the basics of this statistical package.
Research Training Workshop: Introduction to SPSS	12	Distance learning based training session.	Research students are attracted to study at the institution because of the training provided. Better quality application of research methodology .	Ensuring that researchers with limited statistical knowledge acquire an understanding of the basics of this statistical package.
Webinar Workshop: Purchasing Power Parity Data	6	First Webinar workshop of the Task Group on Global Construction data.	Experience of holding an international Webinar. This was the first activity of the Task Group and inaugurated a statement paper for my ▮▮▮▮▮▮▮.	Members of the Task Group were able to present papers and share their views.
Writing journal papers	40	Writing two papers on the construction sector and economic development using United Nations data sets.	The production of refereed journal papers provides a valuable research resource and enhances research reputation. This is a core activity of the School and the University.	The papers provide analyses of the economic role of the construction industry and provide valuable reference material.
TOTAL	92			

Chartered Scientist CPD Revalidation Form
[For use by Royal Statistical Society]

Name:	
RSS Membership No:	
Email address:	

This form is provided for you to assess your CPD activities over the 12 month period October 2011 to September 2012 inclusive and demonstrate that you meet the CPD standards for CSci revalidation.

General guidance on the revalidation process can be found on the CSci website at http://www.charteredscientist.org/about-csci/cpd-standards

Specific guidance for the revalidation of Chartered Scientists registered through the Royal Statistical Society can be found at www.rss.org.uk/csci_revalidation .

SECTION 1: Career Status & Job Role

Provide a brief summary of your career status and job role during the 12 month period (October 2011 to September 2012). Provide sufficient detail to give an understanding of the scope of your role and the skills and knowledge required to fulfil the role. This will enable the relevance of your CPD activities to your current job role and future career progression to be understood.

It is recommended that your summary is between 100 and 250 words.

I am Research Professor in ███████████████████████████ in the School of the █████ Environment at the University of █████████. The School is the largest graduate school in the world in the field of built environment with 250 doctoral students studying in a variety of modes – full-time, part-time and distance-learning. The School has started, in 2012, to formalise research training and provides a comprehensive series of research workshops. In addition to directly supervising a number of PhD students, I run the workshops on statistical methodology and cater for students with a wide variety of prior statistical knowledge. This role entails:
- Assessing research students' needs in terms of statistical training.
- Developing programmes of workshops to meet these needs.
- Advising on the design of specific statistical tools for individual research projects.

This latter aspect of the work also extends to the provision of assistance for academic faculty in formulating appropriate methodologies and research design on their projects.

Also, I have been appointed Coordinator of the ████████████████████ ██████████████████████ on Construction Industry Economics, which set up a Task Group on Global Construction Data in 2012.

SECTION 2: Summary of CPD activities & the RSS CPD Policy

Have you used the RSS online CPD system to record your individual CPD activities over the 12 month period October 2011 to September 2012? **Yes** ✗ **No** ☐

(tick one box)

If **Yes**, you can leave this section blank and go to Section 3.

If **No**, please complete this Section.

The information that is required in this Section is:

a) The nature of the system you have used to record your CPD (e.g. employer's system, self-created spreadsheet, etc).
b) Information to supplement your summary of CPD activities.

Separate to this document you will be required to provide a copy of the summary of CPD activities from the system you have used. This summary may not provide all the information necessary to confirm that you have satisfied the requirements of the RSS CPD Policy (go to www.rss.org.uk/cpd for details). In this section provide any additional information that may be required to supplement your summary. For example, it may be necessary to clarify that you have carried out activities in at least 3 of the 5 categories of activity described in the RSS CPD Policy and/or that you have undertaken at least 60 learning hours.

a) CPD system used :

b) Additional information necessary to confirm compliance with RSS CPD Policy :

If information on categorisation of activities and/or learning hours is not included in your summary of CPD activities, please additionally provide
(i)   a mapping of activities in your summary to categories, and
(ii)   complete the following table:

Category of activity	Total number of learning hours for activities in category
Work based learning	**36**
Professional activity	**52**
Formal/educational	
Self-directed learning	**4**
Other	
TOTAL	**92**

SECTION 3: Reflection on benefit to professional practice

Please provide examples of specific skills and/or knowledge that you have developed through your CPD activities and explain how these have contributed to the quality of your professional practice and service delivery.

Those of you who have used the RSS online CPD system to record your activities will have commented on how each individual activity has benefited your practice. The purpose of this Section is for you to reflect on how, in combination, the programme of CPD activities you have undertaken in the 12 month period have maintained or enhanced your professional skills and knowledge in order for you to fulfil the requirements of your job role or progress your career.

It is recommended that your summary is between 100 and 250 words.

A large proportion of my recorded CPD over the period was accounted for by development of the statistical training workshops. Feedback from participants gave me an awareness of the need to support researchers and this activity has started to greater recruitment of research students – a core business activity of my organization.

Many of the problems encountered by my many overseas research students stem from the unreliability of published statistics on which they base their research work. I have improved my own familiarity with the published data sets of official bodies in the developing countries from which these students originate.
I have held meetings with, and developed friendly personal relationships with contacts in the national statistical units in several countries, ███████████████.
This has definitely been of benefit to my School and I have learnt a great deal of the problems associated with the compilation of National Accounting statistics.

SECTION 4: Reflection on benefit to users of your service

Please provide examples of how your CPD activity has benefited the users of your work (e.g. employers, clients, colleagues, students, etc).

Those of you who have used the RSS online CPD system to record your activities will have commented on how each activity has benefited users of your service. The purpose of this Section is for you to reflect on how, in combination, the programme of CPD activities you have undertaken in the 12 month period have enabled you to better deliver to users of your service (e.g. complete projects, give advice to clients, make decisions, manage your group, supervise colleagues, teach students, etc.)

It is recommended that your summary is between 100 and 250 words.

My CPD activities, especially the meetings with the compilers of statistics in developing countries, have ensured that my knowledge in this area is up-to-date. This knowledge has proven invaluable in assisting my PhD students to assess the validity of data used in their research work. Also, these researchers are now much more able to make their own decisions regarding choice of methodology and, for instance, have an awareness of alternative statistical tests.
An important part of our activity involves bidding for research funding from national research councils and the European Commission. Providing a service to colleagues in writing the proposed statistical methodology in their bid submissions has greatly enhanced the quality of our bids.

SECTION 5: Summary of supporting evidence that is available, and can be provided on request.

Only complete this Section if you are included in the Audit.
Otherwise go to Section 6.

Please provide a list of documents that you hold in your CPD portfolio and that provide evidence of the CPD activities undertaken. It is not expected that you will have documents for all activities (particularly the more 'informal' activities), but it is expected that most of the key activities will have such documentary evidence.

We would normally expect documents to be listed covering between 4 and 8 key activities.

There is no need to provide the actual documents, unless requested to do so by the panel of assessors undertaking the Audit process.

Activity title or brief description	Evidence of activity (e.g. certificates of attendance, course material, reports, research papers)
Presentation at ████ ██████ conference	Business meeting minutes
Research Training Workshops	Powerpoint presentations
Setting up of Task Group on Global Construction Data	Commission minutes
Publications	Copies of papers

Section 6: Declaration

This Section is to be completed by all CSci registrants.

I hereby agree that the information given is correct and supports my wish to revalidate as a Chartered Scientist (CSci).

Please tick the box below to indicate your agreement to the declaration.

I agree to the declaration ✗

Print name: ████████████████████

Date: 1.12.12