

An example of a CPD submission by a Senior Government Statistician

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 system used by the registrant designed to satisfy the requirements of the employer and the RSS.
- 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.

This registrant had used a system for recording CPD activities which covered the RSS requirements as well as those of the employer. The summary included the categorisation of activities used in the RSS CPD Policy and also included an assessment of the number of learning hours (termed 'notional hours' in this summary) for each activity. The registrant summarised the relevant information in Section 2 of the Revalidation Form.

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.

CPD Summary for October 2011 to September 2012

Statistician Group Member's CPD Log Book																
Name:			Grade/Date to Grade:													
Appraisal year:		2011/12	Branch/Division/Dept:													
Learning Completed					Hours Completed	CPD Value	Notional Hours									
Date	Type	Learning Activity	Key learning achieved	Type of activity				Statistician Competency	Competency Level	Link to PSG1	Link to PSG2	Stats Skills	Broader Skills	RSS Categories		Portfolio entry
05 October 2011	b	Delivering the Difference workshop	Part of a series of management development workshops for managers in a newly formed department	Attending a presentation, conference etc.	5	0.4	2			Leadership			2	Work-based learning	2011 12	
07 October 2011	s	seminar on analytical structures	Series of presentations from government departments showcasing ways of organising and managing analytical staff to maximise their impact and effectiveness	Attending a presentation, conference etc.	2	1	2	Professional issues		People management		2		Work-based learning	2011 12	

11 October 2011	s	GORS Conference	Preparing and delivering a presentation on current operational research activities in [REDACTED] Government and their impact plus attendance at other sessions	Giving a presentation	5	0.6	3		Communication and dissemination				3		Professional Activity	2011 12	Presentation slides
14 October 2011	b	[REDACTED] Awayday	Analysis of the implications of an ageing population in a variety of policy areas including a range of internal and external speakers	Attending a presentation, conference etc.	4.5	0.5	2.25			Leadership			2.25		Work-based learning	2011 12	Slides available
18 October 2011	b	Decision-making and managing change workshop	Theoretical basis and translation into an organisational context	Attending a presentation, conference etc.	2	1	2			Leadership			2		Work-based learning	2011 12	
02 November 2011	b	Risk Management Workshop	Analysis of key business objectives and associated risks. Built around the principles of Results Based Accountability.	On-the-job learning or development e.g. use of particular statistical analysis package	3	0.33	0.99			Leadership			0.99		Work-based learning	2011 12	
05 November 2011	s	Bayesian Networks	Presentation	Attending a presentation, conference etc.	1	1	1		Analysis and interpretation to meet customer requirements				1		Professional Activity	2011 12	

08 December 2012	s	Administrative Data ██████████	Meeting exploring the approaches taken across administrations to the linking and sharing of data for research purposes.	On-the-job learning or development e.g. use of particular statistical analysis package	2.5	0.5	1.25		Analysis and interpretation to meet customer requirements				1.25		Work-based learning	2011 12	Papers available
15 December 2012	b	Delivering the Difference workshop	Part of a series of management development workshops for managers in a newly formed department	Attending a presentation, conference etc.	5	0.4	2			Leadership			2		Work-based learning	2011 12	
16 January 2012	s	Administrative Data ██████████	Longer workshop focusing on public engagement, legal barriers and models of data access	Attending a presentation, conference etc.	5	1	5		Analysis and interpretation to meet customer requirements				5		Work-based learning	2011 12	Papers available
18 January 2012	s	██████████	Presentation on challenges facing European Statistics and strategic approaches	Attending a presentation, conference etc.	2	1	2		Professional issues				2		Work-based learning	2011 12	
20 January 2012	b	Lessons Learned Workshop	Cross organisational workshop examining how we capture lessons from projects and programmes and apply this learning. Also included session on 4E's behaviour change approach.	On-the-job learning or development e.g. use of particular statistical analysis package	2	1	2			Programme and project management			2		Work-based learning	2011 12	

18 February 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5				Leadership			1.5		Work-based learning	2011 12	
13 March 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5				Leadership			1.5		Work-based learning	2011 12	
14 March 2012	s	Executive Panel	Review of methodology, quality assurance and emerging findings from major statistical survey prior to publication	On-the-job learning or development e.g. use of particular statistical analysis package	4	0.75	3		Analysis and interpretation to meet customer requirements				3			Professional Activity	2011 12	Not for sharing
26 March 2012	s	Statistical Quality Management Training	Taking part in a course for statistical staff on the departmental approach to quality management of statistical outputs.	Statistical training course	2	1	2		Analysis and interpretation to meet customer requirements				2			Formal / Educational	2011 12	Papers available
							0											
							0											
							0											
							0											
							0											
Jobholder's signature:			Date:		Total hours:		33.49	0					19.25	14.24	0			

Statistician Group Member's CPD Log Book																	
Name:			Grade/Date to Grade:														
Appraisal year:		2012/13	Branch/Division/Dept:														
Learning Completed					Hours Completed	CPD Value	Notional Hours										
Date	Type	Learning Activity	Key learning achieved	Type of activity				Statistician Competency	Competency Level	Link to PSG1	Link to PSG2	Stat Skills	Broader Skills	RSS Categories	RSS Year	Portfolio entry	
04 April 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5			Leadership			1.5	Work-based learning	2011 12		
18 April 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5			Leadership			1.5	Work-based learning	2011 12		
23 April 2012	b	Senior Executive Briefing on Programme and Project Management	The role of a senior responsible owner	Other training course	5	1	5			Programme and project management			5	Formal/Educational	2011 12	Slides available	
03 May 2012	s	Leadership Event	Preparing and talking at event	Purposeful networking with other statisticians	3	0.5	1.5	Professional issues				1.5		Professional Activity	2011 12		
08 May 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5			Leadership			1.5	Work-based learning	2011 12		

10 May 2012	s	GSS Conference	Variety of conference sessions including education and analysis of riot statistics	Attending a presentation, conference etc.	6	1	6		Professional issues				6		Professional Activity	2011 12	Programme available
22 May 2012	s	Royal Statistical Society	Presentation and discussion on LEAN and Six Sigma	Attending a presentation, conference etc.	1.5	1	1.5		Analysis and interpretation to meet customer requirements				1.5		Professional Activity	2011 12	
31 May 2012	s	Heads Of Analysis Conference	Variety of presentations on the impact of analysis in government and pressures facing the analytical services	Attending a presentation, conference etc.	2.5	0.5	1.25		Professional issues				1.25		Professional Activity	2011 12	
13 June 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5			Leadership			1.5		Work-based learning	2011 12	
18 June 2012	b	Corporate Governance Committee members training day	Annual training on governance issues for internal and external members	Other training course	5	1	5			Leadership			5		Work-based learning	2011 12	Programme available
25 June 2012	s	Workshop on new approaches to releasing health statistics	Thinking through the professional issues surrounding the release of more information in the form of management information	On-the-job learning or development e.g. use of particular statistical analysis package	2	1	2		Communication and dissemination				2		Work-based learning	2011 12	

05 July 2012	b	CPD non-structured interview █████	Exploration of wider senior roles in the organisation: challenges and issues	Purposeful networking	1.5	1	1.5			Strategic thinking			1.5	Self-directed learning	2011 12	
12 July 2012	b	CPD non-structured interview █████	Exploration of wider senior roles in the organisation: challenges and issues	Purposeful networking	1.5	1	1.5			Strategic thinking			1.5	Self-directed learning	2011 12	
17 July 2012	s	Fast Stream Conference	Preparation of a joint preparation with a policy leader on organisational priorities of █████ and the role of analysis in influencing these.	Attending a presentation, conference etc.	3	1	3		Professional issues			3	Professional Activity	2011 12	Presentation available	
31 July 2012	b	Executive Coaching	Exploring attitudes and approaches to management and leadership	Mentoring / teaching / coaching (mentor or mentee)	1.5	1	1.5			Leadership			1.5	Work-based learning	2011 12	
31 July 2012	b	CPD non-structured interview █████	Exploration of wider senior roles in the organisation: challenges and issues	Purposeful networking	1	1	1			Strategic thinking			1	Self-directed learning	2011 12	
03 September 2012	b	Performance managing through data - new approaches	Workshop on current projects for capture and dissemination of data on the performance of public services exploring opportunities for joining up on technical infrastructure and approach	On-the-job learning or development e.g. use of particular statistical analysis package	2.5	1	2.5			Analysis and use of evidence			2.5	Work-based learning	2011 12	Not for sharing

11 September 2012	b	CPD non-structured interview follow-up [REDACTED]	Exploration of wider senior roles in the organisation: challenges and issues	Purposeful networking	1	1	1				Strategic thinking			1		Self-directed learning	2011 12	
14 September 2012	b	Research on [REDACTED] regulation and inspection issues	Background research to new aspect of work.	Reading/self-teaching	8	1	8				Strategic thinking			8		Self-directed learning	2011 12	
25 September 2012	s	Royal Statistical Society	Andrew Dilnot presentation addressing the challenges of clearly communicating statistical information and his goals whilst Chair of the UK Stats Authority	Attending a presentation, conference etc.	1	1	1		Professional issues				1		Professional Activity	2011 12		

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

Name:	[REDACTED]
RSS Membership No:	[REDACTED]
Email address:	[REDACTED]

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 [REDACTED] Statistician of the [REDACTED] Government managing a statistical service of approximately 100 staff of which approximately 35 are professional statisticians.

I [REDACTED] also [REDACTED] have management responsibility for economic advice, social research, operational research, geographic information, library services and archiving policy. Together the department contains over 200 staff and holds the Heads of Profession for 5 government professions.

As [REDACTED] Statistician my objectives are to:

- Independently lead and manage the production of official statistics
- Provide professional leadership to all statisticians within the [REDACTED] Government whether they are in my department or not
- To act as the lead professional adviser on statistical issues to the [REDACTED] Government.

I have a significant management responsibility for the wider department including financial management, strategic planning, workforce management and engagement with our customers to establish requirements and ensure the department is fit-for-purpose.

I also have a wider representational role at UK, [REDACTED] and [REDACTED] Government levels sitting on a number of panels and committees including the UK [REDACTED] Council, a UK [REDACTED] Taskforce, and the [REDACTED] of Analysis Group.

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 :

Spreadsheet recording based on an adaptation of the format used by the government statistical service

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	41.50
Professional activity	21.25
Formal/educational	7.00
Self-directed learning	13.00
Other	0.00
TOTAL	82.75

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.

My role is wide-ranging covering a number of professional disciplines and requiring me to provide corporate leadership to significant body of staff. The balance of professional development undertaken during this period has helped to maintain my understanding of the technical aspects of our work as well as the managerial.

Specific examples of this include

- participation in the work of the [REDACTED] UK Taskforce (8/12; 16/1)
- [REDACTED] work reviewing quality assurance prior to publication of the results of a major statistical survey (14/3)
- Statistical quality management training (26/3)

A variety of seminars, workshops and presentations with colleagues in the [REDACTED] Government; UK Government and wider professional community have enabled me to keep in touch with organisational developments and ensure that the services are well placed to provide the analysis and data needed by government and wider users (e.g. 14/10; 18/1; 10/5; 31/5; 3/9)

I have also used the opportunity presented through a programme of executive coaching; unstructured interviews exploring wider roles in government; and psychometric testing to improve understanding of my own strengths and weaknesses and explore alternative operating styles.

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.

I have led a number of workshops with internal customers identifying the most appropriate ways of meeting their requirements. For example the workshop on 25/6 has resulted in piloted arrangements to permit the earlier publishing of health management information and changes to the publication of official statistics which will provide users with more timely information without compromising compliance with the statistics code of practice.

My department is about to launch an updated version of our statistical dissemination system [REDACTED] and my workshop with others involved in dissemination of performance information (3/9) has identified where there are opportunities to link and share the resulting technical infrastructure.

In January 2012 I initiated a significant piece of organisational development work for my department (not shown on the CPD log as the time would dwarf other entries). The past six months have involved 32 workshops with professional staff and users of our service led by a dedicated team. Resulting improvement workstreams are tackling workflow management, user engagement, skills and behaviours and changes to our operating model. Users of our services are represented throughout. The purposeful networking and coaching referred to in the CPD log have contributed actively to the development of strategic direction for the work and the contribution of proposals for service improvements based on experience elsewhere.

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)
	See flag attached to CPD log
	Some may be restricted so unable to be shared

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: [REDACTED]

Date: 23 November 2012