

An example of a CPD submission by a university Professor of Statistics

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
Other	Actuarial Liaison	01/10/2011 00:00	30/09/2012 00:00	5
Professional activity	Examining	01/10/2011 00:00	30/09/2012 00:00	6
Professional activity	International departmental review	01/10/2011 00:00	30/11/2011 00:00	20
Professional activity	Journal editor	01/10/2011 00:00	30/09/2012 00:00	25
Professional activity	Lecturing/Teaching (new material)	01/10/2011 00:00	30/09/2012 00:00	3
Work based learning	██████ Academic Director	01/10/2011 00:00	30/09/2012 00:00	4
Self-directed learning	Reading and upgrading knowledge	01/10/2011 00:00	30/09/2012 00:00	35
Professional activity	Refereeing	01/10/2011 00:00	30/09/2012 00:00	15
Formal / Educational	Research	01/10/2011 00:00	30/09/2012 00:00	99.9
Professional activity	Research presentations	01/10/2011 00:00	30/09/2012 00:00	10
Professional activity	Research supervision	01/10/2011 00:00	30/09/2012 00:00	99.9
Other	Senate and other university activities	01/10/2011 00:00	30/09/2012 00:00	9
Other	Teaching and Learning review	01/10/2011 00:00	15/12/2011 00:00	9
TOTAL				341

BENEFITS GAINED REPORT					
Title	Learning Hours	Activity Description	Benefit to Practice	Benefit to Users	
Actuarial Liaison	5	I act as one of the two departmental contacts with the Actuarial Profession	I maintain wider links than would be otherwise available. I act as an Independent Examiner for 3 universities based on this role and on my expertise in Math [REDACTED]. I also act as a lead examiner for [REDACTED] - one of the profession's exams. This benefits my department since it helps us to keep abreast of developments within the profession and its training programme and professional exams.	The expertise and links cited above confer a substantial benefit on my department and its students.	
Examining	6	External examining	Gives me context for modules, degree courses and organisation in my own university.	Enables me to provide context and comparative information.	

International departmental review	20	Chair the international review of the Maths department at the University of ██████████ (█████████ Campus)	<p>Significant experience in report writing (the first draft report had to be finished by the end of the week of review) and in assimilation (c500 of supporting documentation to read and review).</p> <p>Review panel to manage and apportion tasks and subsidiary review activities etc.</p>	Expertise of this sort is definitely a transferrable skill and I had occasion to use it in ██████████ University's Teaching and Learning Review later in the year.
Journal editor	25	Editing ██████████ (a learned journal in Probability and Statistics)	I acquire many contacts. I review substantial developments in my field.	<p>Editorship of a high-profile journal brings recognition to my department.</p> <p>It also helps me to identify rising stars whom we might target for recruitment.</p>
Lecturing/Teaching (new material)	3	Teaching undergraduates and postgraduates	Learnt new material. Preparing material for undergraduates requires reappraisal of the basics and attention to presentation.	Diversified in my teaching portfolio.

██████████ Academic Director	4	I act as the Academic Director of the MSc in ██████████ Mathematics, a one year taught MSc delivered jointly by ██████████	I maintain links across professionals in the university and mentor MSc students. This improves my coaching and managerial skills and requires that I keep abreast of the organisation of the course and in wider developments in ██████████.	I improved my communication and mentoring skills. My knowledge of developments in ██████████ increased
Reading and upgrading knowledge	35	Reading journal articles and internet resources.	Keeps my knowledge-base expanding and enables me to produce original research.	Keeps my subject-knowledge current and enables me to support the high-quality research profile of my department.
Refereeing	15	Refereeing journal papers	Improves knowledge of research and researchers.	I increased my expertise and subject knowledge.
Research	99.9	Doing original research and writing papers	Broadens my knowledge base and expertise	Improved departmental profile. Added to my knowledge and skills base.
Research presentations	10	Giving research presentations at conferences etc	I improve my public profile and present my work to a wider audience.	Students benefit from improved presentation skills. Department and colleagues benefit from my expertise and from shared recognition.
Research supervision	99.9	Supervising 5 research students and 3 research projects	Improved management techniques (particularly project management).	Research students benefit from my input. Department profile improves.

			Improved knowledge base.	
Senate and other university activities	9	Sitting on senate, serving on management, disciplinary and strategic committees	Provides strategic input and training.	Maintains profile and contribution of department to wider management. Enables me to inform others of strategic issues.
Teaching and Learning review	9	<p>Chaired the Teaching and Learning Review of the ██████████ Group.</p> <p>The review was held from 14th to 15th November 2011.</p>	Substantial experience in managing review processes and strategic planning for a very large department with high turnover. Honed leadership skills (managing the review panel and 3 member secretariat). Planning skills were also used and polished given the very tight timetable for a substantial review.	Much as above.
TOTAL	341			

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 a (full) professor of statistics at the University of [REDACTED]. It is in the nature of such roles at research-intensive universities such as [REDACTED] that a job specification and particularly duties are hard to define. My current roles are:
Academic Director of the MSc in [REDACTED] Mathematics;
Lecturer on two modules;
Member of Senate (the University's governing body);
Actuarial Liaison;
Personal Tutor.

But, in addition, I am expected to perform research, supervise research students and projects, contribute to scholarship (I am the Editor-in-Chief of [REDACTED], a leading journal in Probability and Statistics), serve the wider academic community and so on.

Thus, it is in the nature of the job that one-off responsibilities will arise - this year, heading the international review of an overseas Maths Department and chairing an internal review of another Department are the two major examples; interviewing for academic posts will arise regularly as will many other smaller roles.

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	
Professional activity	
Formal/educational	
Self-directed learning	
Other	
TOTAL	

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 research skills have expanded noticeably in the past year as I have supervised a much larger number of PhD students for the first time
Thus my expertise at the subject level has increased but also time and personal constraints have forced me to improve my project management and supervision skills significantly.
Having stepped down as Head of Department I find the new advisory roles are more challenging and encouraged me to apply my professional skills to other contexts (for example the international review of maths at [REDACTED] and the internal review of another department).
The pursuance of research always improves one's research skills!
My managerial experience continues in a more extended version as I sit on senate which would perhaps give me a route in to senior university management should I wish it at a later stage.

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.

This is always hard to say.

In brief, I think my research will be better focused and more relevant and set in context. There will also be more of it!

My teaching has always been well received but there should, again, be an improvement in context, particularly within the [REDACTED] setting.

My people and project-management skills have improved and this should benefit my colleagues in my department and the wider community of statisticians and mathematicians.

The Actuarial Profession should continue to benefit from my input as an Independent Examiner and as a setter of one of their professional exams and improvements in my knowledge base and context should be helpful.

Students will benefit from my improved knowledge base and trickle-down from some of my research-particularly when it comes to research projects.

My university should benefit from my improved managerial and leadership skills. The wider public should benefit from better trained graduates and actuarial trainees.

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)
Research	Research papers
International review	Draft report (confidential)
Research presentations	Pdf of presentation at [redacted] meeting in 2011
Actuarial liaison	Copy of this April's [redacted] exam
Lecturing/Teaching	Copy of revised lecture notes for 4 th year module
Journal editor	URL for editorial board and journal

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: 13 November 2012