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**What are CPD activities?**

1. CPD activities are all those which help you to improve and broaden your knowledge and skills to enable you to carry out your Continuing Professional Development Plans.
2. By convention, day-to-day work activities are usually excluded.
3. There is a list attached of sample activities that may make up the core of CPD for many members.
4. Members are employed in a broad range of jobs and at various levels of responsibility. You will therefore be able to detail lots more relevant activities that are not listed here, which you decide contribute to your learning.
5. They can take place in your own time as well as in work time.
6. They can consist of contributing as much as receiving.
7. They can be active as well as passive.

“The activities that count are those that you consider relevant to your learning needs”

## **Measuring CPD Activity**

The best measurement of the effectiveness of CPD is whether it helps you to continue in interesting and rewarding employment throughout your working life. However, this measurement can only be taken at infrequent intervals and, by the time it indicates that you have not been doing enough CPD, it may be too late. A more immediate measure is therefore required. Ideally this should be based on outcomes such as the acquisition of a new skill or an increase in competence but, as yet, there is no common agreement on easy ways to measure such outcomes and so, for the time being, BIELT has adopted a measurement system based on inputs.

BIELT appreciates that members' work situations vary widely and therefore recognises a wide variety of forms of CPD activity. However, it also recognises that not all CPD activities provide the same intensity of experience and it has therefore adopted a measurement system that gives due weight to the various forms of CPD activity that members may undertake. The measure is the CPD Unit, and the weighting for each CPD activity is shown below.

It is up to you to decide what to include on your CPD record, based on whether it contributed to your learning needs. If you found an activity to be of little value, you may decide not to include it or only count a proportion of the time spent on it. Some ongoing activities, such as serving on a committee or acting as an Open University tutor, may provide CPD only at first and you may therefore limit the number of hours that you record to just those that cover the initial learning period.

BIELT expects members to accumulate CPD units from at least two of the seven sections on the BIELT CPD Activity List.

## **How much CPD should I do?**

As a guide, BIELT recommends that members should seek to achieve an average of at least 30 CPD units per year. However, how much you do will be determined by an honest review of your present situation.

Always remember that quality is much more important than quantity. The most important aspect of CPD is the knowledge and skill that you acquire, i.e. the learning outcome, rather than the number of hours of study that you undertake, i.e. the input.

However, when you consider all the activities, particularly at work and in the form of private study, that add to your knowledge, skills and experience, you will realise that quite substantial amounts are achievable.

## **How much CPD should I do?**

Review your answers to the following questions to make a realistic evaluation of the amount of CPD you need to undertake. Share your ideas and reactions with a friend and colleague.

1. How demanding is your job?
  
2. What is the extent of your personal ambition?
  
3. Is it time for you to undertake a substantial qualification to increase your professional status?
  
4. Is it sufficient for you to just attend a single training session?
  
5. Are you working in a fast changing environment?
  
6. Are you eager to maintain sufficiently high standards of professional competence to keep yourself employable?
  
7. Are you a freelancer who has to provide frequent evidence that you have the latest skills?
  
8. Are you looking to change your career direction?
  
9. Are you in steady employment?
  
10. Are you nearing retirement?

## Monitoring members' CPD

NOTE: This information is no longer valid as of August 2013.

~~The CPD that members undertake is monitored by BIELT in the following ways:~~

~~Each time you renew your membership the CPD Administrator or the Membership Committee at BIELT will:~~

- ~~a) Review your completed record card for the previous year~~
- ~~b) Register the amount of CPD that you have undertaken for that year~~
- ~~c) Send you comments about the CPD that you have recorded, if necessary.~~
- ~~d) Issue you with a Certificate of Achievement if you have recorded at least 30 CPD units in the previous year or 90 CPD units over three consecutive years up to and including the previous year.~~
- ~~e) Remove the star which is attached at the end of your name on the membership data base (which is available to potential employers to consult) when you first join BIELT if you have not returned your CPD record card with at least 30 CPD units in the previous year, or 90 CPD units over three consecutive years up to and including the previous year.~~
- ~~f) Reinststate the star to your record on the membership database if you have caught up by undertaking more CPD activities, so that you have gained at least 30 CPD units in the previous year, or 90 CPD units over three consecutive years up to and including the previous year.~~
- ~~g) Ask those who seek to upgrade their membership (e.g. from Member to Fellow) about the CPD that they have undertaken.~~
- ~~h) The record cards that are returned each year will be reviewed. In some cases comments about the CPD recorded will be returned, but the main purpose will be to get an idea of the CPD being undertaken by members with the aim of ensuring that BIELT's activities match members' needs.~~
- ~~i) Post your individual CPD Record Card, comments from the BIELT Administrator and your Certificate of Achievement if you use a paper card.~~

## FAQ from Members using electronic CPD Record Cards

NOTE: This information is no longer valid as of August 2013.

~~Cards and comments from the BIELT Administrator are kept in electronic form.~~

~~1. Q Who can access my card?~~

~~A. Only you and the BIELT CPD Administrator.~~

~~2. Q. How do I access my card?~~

~~A. Cards are available from the BIELT website at <http://www.bielt.org/CPD/cpdindex.htm>. You need to download the CPD card from the site, to your computer. You then keep your card on your computer, fill it in as you are involved in CPD, on an ongoing basis, and email it as an attachment to BIELT at the end of each period. This will normally be at the same time as you renew your membership. BIELT will send membership reminders, and CPD record card reminders at the same time.~~

~~If you do not have exclusive access to a computer, you can simply get a floppy disk, and store your cards on a floppy disk. These normally cost less than GBP1. Simply save the electronic card to the a:/ drive on your computer. If you lose your records, you can ask BIELT for copies.~~

~~3. Q. Is my yearly Certificate of Achievement e-mailed to me or kept on my electronic card as some sort of an attachment?~~

~~A. Certificates of Achievement are posted to you each year.~~

~~4. Q. Can I print out my card at any time?~~

~~A. Since you keep your current card (and any records of previous cards) on your computer, you can print it out at any time.~~

~~5. Q. Can I update this year's card at any time?~~

~~A. Because it is stored on your computer, you can update it at any time that suits you.~~

~~6. Q. Are all my CPD cards stored over many years?~~

~~A. BIELT will store all the CPD cards emailed (or in some cases posted, if members do not have web access), in theory indefinitely.~~

### **Authentication and verification of your CPD Record Card**

1. You should include contact details of the person or body who will verify each CPD activity that you have completed. These will normally be from your line manager, a representative of validating or examining body or an event organiser.
2. The contact details will include their name, position, and place of work, telephone and e-mail address (as appropriate).
3. You may feel that it is sometimes more appropriate for other verification sources to be given e.g. a certificate of attendance or of completion.
1. If no verification is possible for a particular activity, you should leave that column blank on your CPD Card. However, greater credibility is given to your record if it can be verified by the event organiser or by your employer.
2. Please check with the BIELT CPD Administrator for more information and guidance related to your particular circumstances.

## CPD Activity List

For each listed activity BIELT provides:

- Corresponding CPD Unit allocation
  - Sample suggested evidence from each activity to include in your portfolio
  - Suggested verification of achievement or completion of each activity to include on your CPD Record Card.
- This is from one of the following three sources:

- L. Line manager
- E. Representative of Validating or Examining Body or Professional Association
- O. Event organiser

(See sample *British Institute of ELT Continuing Professional Development Record Card* below for further information).

<b>1. Associations, meetings, committees</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Memberships of other professional associations (E)	5 in total	1. Membership, enrolment and subscription details 2. Record of attendance 3. Action points from meetings 4. Memos to colleagues 5. Correspondence with external bodies
Attendance at meetings of professional association (E)	2/hr	
Structured subject discussions with colleagues (L)	1/hr	
Sitting in as an observer on committees and other meetings (L)	1/hr	
Being co-opted onto the senior management team, for a fixed period (L)	1/hr	
Participate in staff development meetings / quality circles (L)	2/hr	
Participate in professional in-house or external focus groups (L)	2/hr	
Interviews with teachers (L)	1/hr	
Serving on professional/ validating/ examining bodies (E)	2/hr	
Industrial and commercial links, joint ventures, secondments (L)	1/hr	

<b>2. Conferences, seminars, fairs, courses*</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Production and (first) delivery of a professional presentation or lecture where this is not part of normal work duties, e.g. as a lecturer (O)	5 in total	1. Hand outs 2. Session / course plan 3. Evaluation sheets 4. Reading completed 5. Schedule 6. Memos to participants 7. Event documents
Seminar, workshop or conference attended (O)	2/hr	
Taking an active part in a careers or trade fair (O)	5 in total	
Organising formal professional events (O) / (L)	5 in total	
Structured self study not leading to examination or assessment (L)	1/hr	
Structured distance learning leading / not leading to examination or assessment (E) / (L)	2/hr	
Programme and course attended leading / not leading to examination or assessment (E) / (L)	2/hr	

<b>3. Publications, materials, articles, papers*</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Writing in-house text books, computer programmes, learning materials etc (L)	5 in total	1. Materials, text 2. Evaluation of materials, text
Writing text books, computer programmes, learning materials etc for publication (L)	5 in total	
Writing a book (L)	10 in total	
Evaluation of materials for in-house project (L)	5 in total	
Reviewing and piloting materials for a publisher (L)	5 in total	
Preparation of a paper or article for an in-house or external professional journal (L)	5 in total	
Special reports or assignments (L)	5 in total	
A (first) discussion paper or report for your department (L)	5 in total	

<b>4. Consultancy, advising</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Doing consultancy work for the first time (L)	1/hr	1. Information sheet 2. Client's written reflections 3. Learning or development contracts 4. Questionnaires 5. Client surveys 6. Consultancy documentation
Providing information and advice on ELT careers (L)	1/hr	
Interviews with students and teachers (L)	1/hr	

<b>5. Job enrichment</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Work shadowing (follow and watch and learn to gain expertise) (L)	1/hr	1. Job, task, role description 2. Schedule, timetable 3. Evaluation sheet
Job enrichment schemes (expanded responsibilities/ tasks/ roles etc) (L)	1/hr	
Visit to another school or institution to find out about a successful innovation (L)	1/hr	
Internal and external secondments (L)	1/hr	
Work experience schemes (L)	1/hr	
Sharing jobs (L)	1/hr	

<b>6. Observation, mentoring</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Being tutored by peers, being a mentee (L)	1/hr	1. Schedule, timetable 2. Feedback sheets, video recordings
Tutoring peers, being a mentor (L)	2/hr	
Team teaching (L)	2/hr	
Being observed by tutors, mentors or colleagues and participating in a feedback session (L)	1/hr	
Observing tutors, mentors or colleagues and participating in a feedback session (L)	2/hr	
Managerial observations of your performance in teaching or other tasks (L)	1/hr	
Self-observation (L)	1/hr	

<b>7. Professional enquiry projects</b>		
<b>CPD Activity</b>	<b>CPD Units</b>	<b>Evidence in CPD Portfolio</b>
Action research, classroom based exploratory teaching projects (L)	5 in total	1. Project documents 2. Evaluation sheets
Teacher's log or journal (L)	5 in total	
Experimental and innovative curriculum planning documents and lesson planning projects (L)	5 in total	
Analysis of sections from students' journals (L)	5 in total	
Case study or critical incident projects (L)	5 in total	
Evaluation schemes (L)	5 in total	
Developing a database of professional references and sources for wider professional audience (L)	5 in total	

\*Papers, articles, presentations and lectures should only be counted once unless they are substantially updated.