

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT				
Sheet 1: Profile of Competence and Needs				
Name	IOA Membership No.	Date	Page	
A. N. Other	123456	Sept 2005	1	
Areas of Professional Activity	Current Job Competence Requirements	Anticipated New or Enhanced Competencies	List of Development Goals	Priority
Technical knowledge and understanding	Measurement, analysis and prediction of noise including architectural and environmental acoustics, sound insulation, transportation noise	Noise mapping	Improve knowledge and understanding of:	
			mechanical services systems	Moderate
			vibration	Low
			noise mapping	High
			noise control (general engineering principles)	Low
Application	Preparation of acoustic consultancy advice to design teams, clients, other consultants etc.	Handling larger projects	Improve project management skills especially for large projects	High
Management and Administration	Preparation of invoices; responsible for job file organisation and archiving	Greater involvement with invoicing	Develop more efficient invoicing system - improve Access skills	Low
Interpersonal skills	Preparation of letters/reports to clients, discussions with clients on telephone, occasional meetings	Attend at more meetings	Improve face-to-face meeting skills	Moderate
Professional Conduct	Understanding relevant standards & regulations e.g. Noise at Work, PPG 24, Noise Insulation Regulations (Road and Rail), WHO etc	Approved Document E, CDM Regulations, IPPC	Familiarise with:	
			IPPC Regulations	Moderate
			Approved Document E	High

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Sheet 2: Annual Professional Development Plan					
Name		IOA Membership No.	Period	Page	Date
A. N. Other		123456	2004 to 2005	1	Sept 2005
Priority	Key Development objectives	How are these to be addressed?	By when?	What did you achieve?	What follow up is needed?
1	Noise Mapping	Attend seminars and meetings, review relevant documents. Attend presentations by several noise mapping software suppliers	late-2004	Company decided to purchase XYZ noise mapping software	Keep up to date with general noise mapping issues. Learn how to use specific XYZ program
2	Approved Document E	Review document, attend seminars/meetings. Attended IOA meeting.	early-2005	General familiarisation with document and associated implications	Keep up to date with any amendments
3	IPPC Regulations	Review available documents, keeps up to date with available information via the internet	mid-2005	Learnt basic overview of IPPC Regulations.	Review documents on regular basis to keep up to date and remind what IPPC is about (if not used regularly in work).
4	Mechanical services systems	Read relevant texts of different types of fan units and systems etc. Review prediction methods calculations	end-2005	Ongoing	Ongoing

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Sheet 3: Three year Development Plan					
Name		IOA Membership No.	Period	Page	Date
A. N. Other		123456	2004-2007	1	Sept 2005
Priority	Key long term development objectives	How are these to be addressed?	Achievement after one year	Date of review	Revised aims
1	Improve project management skills	Start to manage medium - large projects on my own, with assistance and supervision from senior staff	Have managed several medium projects with appropriate supervision in 2004	Mid 2005	Manage more medium projects and get more involved with larger projects
2	Improve face-to-face meeting skills	Attend more meetings with other staff members and also on my own to improve skills	Have attended several large project team meetings	Late 2005	To attend formal presentation skills course
3	Develop more efficient invoicing system.	Review current invoicing system; investigate different methods of manipulating invoicing data.	Ongoing	Early 2006	
4	Improve Access database skills.	Read suitable text book e.g. "Access for dummies". Practice with databases in office	Ongoing	Early 2006	

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Sheet 4: Professional Development Record					
Name	IOA Membership No.	Period	Page	Date	
A. N. Other	123456	2004 - 2005	1	Sept 2005	
Details of Activity	What did you learn? Relate to objective	How will you use this knowledge? List further needs	Date	Time Allocation	Certified By
Attended 1/2 day meeting on Approved Document E	More aware of document contents and reasons behind 2003 edition	Can now advise clients of implications of regulations	Sept 2004	3	
Attended 1 day seminar on noise mapping - reviewed 2 noise mapping software packages	Learned about: the general recent history behind drive for noise mapping; different approaches that different software packages adopt; differences between two packages presented	Will use knowledge gained to assist with decision on which noise mapping package to buy	Oct 2004	6	
Read through Part 1 of Regulation and Permitting of IPPC Regulations	Became aware of noise aims of regulations, suggested noise limits (absolute and relative) and application of regulations to industry	Will use suggested noise limits in industrial applications (for guideline purposes). Need to keep up to date with Regulations and applications.	Dec 2004	3	
Attended Institute of Acoustics one-day meeting regarding vibration	Review of measurement and prediction of vibration, especially application of vibration dose values and BS 6472	Will be more aware of limitation of using eVDV measurements.	Feb 2005	6	
Specific Training on the use of XYZ noise mapping software (2 days)	How to set up simple projects and use basic noise mapping software tools for industrial and road noise sources	Will use knowledge to develop of noise map of work related projects. Need to keep up to date on use of software and updates.	Apr 2005	12	
Attended XYZ Noise Mapping user group meeting	Learned about the current position with the EU noise mapping project, reviewed changes to new version of XYZ noise mapping software, compared different propagation methodologies	Will use new features in new version of XYZ for noise mapping projects	Jul 2005	6	