

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT			SHEET 1: PROFILE OF COMPETENCE & NEEDS		
Name: A. N. Other			IOA Grade: MIOA	Date: April 2015	
Current Organisation: The Acoustic Consultancy Company			How long at IOA grade: 8 years		
Job Title / Role: Consultant with Acoustic Consultancy - environmental noise and building acoustics			How long at current role: 6 years		
Areas of Professional Activity	Current Job Competence Requirements/Capabilities	Anticipated Future Competencies	List of Development Goals	Goal Ref	Priority
Technical knowledge and understanding	Measurement, analysis and prediction of noise including architectural and environmental acoustics, transportation noise	Noise mapping	Improve knowledge and understanding of noise mapping	1	High
Application	Preparation of acoustic consultancy advice to design teams, clients, other consultants etc.	Handling larger projects	Improve project management skills especially for large projects	2	Moderate
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	3	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 and presentation skills	4	Moderate
Professional Conduct	Understanding relevant standards & regulations e.g. Noise at Work, NPPF, Noise Insulation Regulations (Road and Rail), WHO etc	Approved Document E 2003	Familiarise with Approved Document E (ADE) and sound insulation issues	5	High

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT					SHEET 2: PROFESSIONAL DEVELOPMENT PLAN	
Name: A. N. Other					IOA Grade: MIOA	Date: April 2015
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Job Title / Role: Consultant with Acoustic Consultancy - environmental noise and building acoustics					How long at current role: 6 years	
Goal Ref*	Priority	Development Goals	How Will You Address These Needs?	By When?	Progress So Far?	What Follow-Up Is Needed
1	High	Noise Mapping	Attend seminars and meetings, review relevant documents. Attend presentations by several noise mapping software suppliers	End 2014	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	Moderate	Improve project management skills	Start to manage medium - large projects on my own, with assistance and supervision from senior staff	End 2015	Have managed several medium projects with appropriate supervision, attended seminar	Manage more medium projects and get more involved with larger projects
3	Low	Develop more efficient invoicing system.	Review current invoicing system; attend Access training course	End 2016	Access beginner course attended	Attend advanced course; review invoicing system and consider improvements
4	Moderate	Improve face-to-face meeting skills	Attend more meetings with other staff members and also on my own to improve skills	Ongoing	Have attended several large project team meetings	Attend formal presentation skills course
5	High	Approved Document E (ADE) and sound insulation (SI) issues	Review ADE document and other documents relevant to SI, attend seminars / meetings.	Early 2015	Attended IOA meetings. General familiarisation with documents and associated implications	Keep up to date with any amendments

Note *

The same Goal Refs are used in Sheet 2 as identified in Sheet 1

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT				SHEET 3: PROFESSIONAL DEVELOPMENT RECORD		
Name: A. N. Other				IOA Grade: MIOA	Period: 2012 to current	
Current Organisation: The Acoustic Consultancy Company				How long at IOA grade: 8 years		
Job Title / Role: Consultant with Acoustic Consultancy - environmental noise and building acoustics				How long at current role: 6 years		
Details of Activity		What did you learn? Relate to goals	Goal Ref*	How will you use this knowledge?	Date	Time Allocation (hours)
Organiser	Activity					
Private study	Read through Approved Document E 2003 (ADE 2003) in advance of IOA meeting	Requirements of ADE 2003 with regard to sound insulation of separating walls, internal constructions & control of RT	5	Now aware of the mandatory requirements; apply to building acoustic projects	Mar-12	2
IOA	Attended half day IOA meeting on building acoustics and sound insulation	More aware of sound insulation issues and requirements of ADE 2003 and the Building Regs	5	Can now advise clients of implications of Building Regulations and acoustic requirements of ADE 2003	Mar-12	3
IOA	Re-read standard and attended evening IOA meeting "Review of BS 8233"	Useful discussion meeting, interesting to get other consultants view points on the standard	Gen	Greater awareness of BS 8233; make sure keep abreast of changes to the standard	Apr-12	2
IOA / ANC joint meeting	Attended 1 day seminar on noise mapping - reviewed 2 noise mapping software packages	Learned different approaches that the software packages adopt and differences between two packages presented	1	Will use knowledge gained to assist with decision on which noise mapping package to use	Jun-12	6
IOA	Attended evening IOA meeting "Improving Planning Decisions through the Effective Management of Uncertainty"	Useful meeting, some references to documents setting out uncertainties, info on how they may be used	Gen	Take uncertainties into account (as appropriate) when undertaking assessments	Jul-12	1
Private study	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	Gen	Will use suggested noise limits in industrial applications (for guideline purposes). Need to keep up to date with Regulations and applications.	Aug-12	3
IOA	Attended 1 day meeting regarding vibration	Review of measurement and prediction of vibration, especially application of Vibration Dose Values (VDV) and BS 6472	Gen	Will be more aware of limitation of using estimated VDV measurements.	Dec-12	6
				Total hours for 2012		23

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Organiser	Activity					
IOA	Attended evening IOA meeting about calibrating and preparing acoustic measuring equipment in the field correctly	Importance of using correct field calibration procedures and potential variation that can occur	Gen	Useful when using and calibrating sound level meters in the field.	Jan-13	1
XYZ Noise Mapping	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	1	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-13	12
IOA	Attended evening IOA meeting about construction noise and BS 5228	Use of BS 5228 in the prediction of construction noise	Gen	More aware of construction noise issues for relevant projects	Jul-13	1
Internal Company Training	Discussions with senior staff about project management	Strategies for project management and also tips for meeting skills	2, 4	Will use when handling larger projects on my own and also when attending project meetings	Oct-13	4
Internal Company Training	Presentation of in-house "Asbestos Training" document	Health risks of asbestos in older (pre-2000) buildings and in what building elements it may occur	Gen	Greater awareness of the risks of asbestos when on site in older buildings	Dec-13	3
private study	Read through version 1.7 of "Acoustic Performance Standard for the Priority School Building Programme"	Changes in acoustic performance values for school projects including sound insulation issues	5	Aware of potential changes for sound insulation requirements between classrooms for future school projects	Dec-13	2
ABC acoustic isolation product presentation	Presentation of acoustic isolation products from ABC (lunchtime presentation)	Different products and applications from a new manufacturer	Gen	Useful for projects where vibration isolation is required	Dec-13	2
					Total hours for 2013	25

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Organiser	Activity					
IOA	Attended evening IOA meeting about forthcoming changes to Building Bulletin 93 (BB93) regarding schools	Background to update on this schools document, main changes to documents, info about other considerations	Gen	Useful for current and future school projects - keep aware of document update(s)	Jan-14	1
private study and presentation preparation	Read through draft BS 4142 in order to make presentation to the team members on draft standard	Identified areas of concern about draft and presented them at in-house meeting	4	Aware of draft standard and changes; improved confidence in presentations	Mar-14	4
IOA	Attended evening IOA meeting "Review of the New Public Consultation Draft of BS 4142"	Discussion on main changes to BS 4142 and implications	Gen	Provide feedback on draft standard where appropriate	Mar-14	2
private study	Reviewed ISO 140-18 re rain noise and calculation methodologies	How to calculate rain noise in rooms due to different elements	Gen	BREEAM 2011 HEA 05 calculations	May-14	4
XYZ Noise Mapping	Completed webinar on noise mapping provided by XYZ software	Overview of recent software updates	1	Will use knowledge to improve noise mapping models	Jun-14	1
Business Skills Workshop	Project Management Course	Different techniques to help with project management - importance of having clear strategy in place	2	Useful for projects that I am managing, help me to keep better control	Jun-14	3
IOA	Attended evening IOA meeting about environmental noise and effects on health	Useful presentation regarding the complex relationship between noise and health	Gen	Greater awareness of the risks of using noise dose - response curves	Jul-14	1
Private study	Private study, reading Department of Health, Health Technical Memorandum 08-01: Acoustics	Aware of performance requirements for different types of healthcare facilities, sound insulation and internal noise	5	Useful for future healthcare projects including sound insulation between different types of rooms	Aug-14	2

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IOA	Attended evening IOA meeting about investigations of poor sound insulation	Discussions on reasons for sound insulation failures and appropriate testing methodologies	5	Made aware of potential pitfalls to avoid - useful for all sound insulation projects	Oct-14	1
private study	Checked the current BS EN ISO 140 documents	Relevant standard (BS EN ISO 140-4) has been withdrawn and replaced.	5	Obtain replacement document and review as relevant to sound insulation tests	Dec-14	3
				Total hours for 2014		22
Software Training Services	Attended Access basic 1-day database training course	How to organise data and data manipulation	3	Use of database to revise invoicing system, also useful for collating and organising noise data	Feb-15	6
IOA	Attended evening IOA meeting about noise impact assessment guidance	Overview of the new IEMA guidelines and how to apply them to noise impact assessments	Gen	Useful when undertaking EIAs and other types of noise assessment	Mar-15	1
				Total hours for 2015 to date		7

Note *

The same Goal Refs are used in Sheet 3 as identified and used in Sheets 1 and 2
 "Gen" refers to general CPD activities not applicable to a specific development goal