

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME		SHEET 1: PROFILE OF COMPETENCE & NEEDS		
Name: [Example Acoustic Consultant / Director]		Revision Date: end 2017		
Current Organisation Name: [Large Multi-Disciplinary Consultancy]		IOA Grade: MIOA		
Current Organisation Size (approx. number full time acousticians): <optional>		How long at IOA grade: 7 years		
Job Title / Role: [Acoustic Consultant / Director]		How long at current role: 2 years		
Current Job Competence Requirements / Capabilities	Anticipated Future Competencies	List of Development Goals	Goal Ref	Priority
Maintaining high standards in acoustic consultancy	Competence with emerging technologies e.g. Building Information Modelling (BIM) and keeping abreast of new and revised standards and guidance	Maintain competency of acoustics and develop sufficient understanding of emergent technologies to be able to quality check work	1	High
		Develop capabilities in emerging sectors	2	Low
Providing leadership, line management, mentoring and career development to all staff in the team	Familiarity with new CPO (Career Progression and Objectives) scheme. Recruitment of new staff.	Gain understanding of CPO scheme, develop a competency questionnaire to be used in interview/recruitment.	3	High
Lead projects in acoustics in association with other associated disciplines (structural engineering, facades etc)	Lead larger multi-disciplinary projects	Enhanced skills in project management tools	4	Medium
Provide advice to clients, architects, project managers etc. on matters relating to Building Acoustics, Environmental Acoustics and Noise Control Engineering	Ensuring capabilities and understanding of markets, products and solutions are up to date and relevant	Continued exposure and consideration of current best practice, products and solutions	5	High
Ability to provide a first-class consultancy service to Clients – when I am leading the team and when I am only working on the project	Enhanced skills in professional relationship management	More effective business communication & relationship management skills	6	Medium

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME					SHEET 2: PROFESSIONAL DEVELOPMENT PLAN	
Name: [Example Acoustic Consultant / Director]					Revision Date: end 2017	
Goal Ref	Priority	Development Goals	How Will You Address These Needs?	By When?	Progress So Far?	What Follow-Up Is Needed
1	High	Maintain competency in acoustics and develop sufficient understanding of emergent technologies to be able to quality check work	Partly via on-the-job training as use of these tools (e.g. BIM) becomes more common, also through internal "BIMinars" which are held regularly.	Mar-20	Have attended a session held by a contractor which was a broad introduction to BIM and the nature of the delivery system	A deeper understanding of the machinations of the software and approach and actual adoption of it in real-life projects. Keeping abreast of new and revised standards and guidance
2	Low	Develop capabilities in emerging sectors	The principles and physics are identical to those I am currently competent in. By scaling from smaller to larger projects in these sectors, any client or project-specific nuance can be gained.	Mar-20	Have joined a work-winning group "Cluster 2" which focusses on sports and culture and have attended a 1 day seminar on work winning in these sectors. Have won some notable culture sector work.	Perform well on the culture sector work to increase credibility in the sector. Begin to scale this work to larger and larger projects.
3	High	Gain understanding of CPO scheme, develop a competency questionnaire to be used in interview / recruitment.	Internal training on the nature of the CPO. Develop recruitment questionnaire with support from line management and in-house recruitment advisors	Jul-17	CPO scheme not launched yet. Monthly 121 meetings with all line managed staff have been scheduled.	Experience of CPO scheme and creation of recruitment questionnaire
4	Medium	Enhanced skills in project management tools	Training in some vision software	Mar-18	Have had 2 day training to date. Now 'live' with the software and the leader for a number of schemes.	Experience in using the tools in the live situation.
5	High	Continued exposure and consideration of current best practice, products and solutions	Regular CPD sessions both formal and informal, both in house and external. Including sharing experience and knowledge with team members, external architects, academics and manufacturers	Ongoing	Have implemented fortnightly team meetings which include "lessons learnt/knowledge share" sections. Collaborate constantly on innovative projects with external architects and clients. Regular CPD from manufacturers	Continuation of the current situation. Encouragement for junior staff to share specialist knowledge and recognition that knowledge share can flow upwards as well as downwards.
6	Medium	More effective business communication & relationship management skills	External courses	Mar-18	Have attended a 2 day seminar/training course on 'impact and influence'. Have signed up to 2 further courses on "getting results from formal feedback" and "everyday management"	Attend further courses and implement skills in real-world situations

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME				SHEET 3: PROFESSIONAL DEVELOPMENT RECORD		
Name: [Example Acoustic Consultant / Director]				Period: 2015-2017		
Details of Activity		What did you learn? Relate to goals	Goal Ref	How will you use this knowledge?	Date	Time Allocation (hours)
Organiser	Activity					
Absorbent Material Provider	CPD presentation on absorbent materials by material provider	Understanding of latest product developments relevant to consultancy market	5	Where relevant in support of projects requiring solutions of this type	Jun-15	1
<i>In-house **</i>	<i>Introduction to financial systems **</i>	<i>The machinations of the monthly operating plan</i>	4	<i>Used every day in project management</i>	<i>Jun-15</i>	<i>2</i>
<i>In-house **</i>	<i>Over delivery workshop **</i>	<i>How to suitably work within the limits of the appointment scope</i>	4	<i>Used every day in project management</i>	<i>Aug-15</i>	<i>3.75</i>
In-house	Resonant String Shell CPD	Innovative approach to Peter Lord Award Winning work on temporary structures to house outdoor acoustic music events	5	The project was unique but some of the acoustic principles are universally applicable	Sep-15	2
IOA Midlands Branch	Presentation of best Diploma Projects	Useful refresher on aspects of building acoustics	5	broadening knowledge in acoustics	Sep-15	2
<i>Project Collaboration Software **</i>	<i>Using project software **</i>	<i>How to use the drawing package</i>	4	<i>Weekly in terms of engineering consultancy</i>	<i>Oct-15</i>	<i>3.75</i>
Absorbent Material Manufacturer	Absorbers in commercial environments by material manufacturer	Understanding of latest product developments relevant to consultancy market	5	Where relevant in support of projects requiring solutions of this type	Oct-15	1
Self Study	CPD on services noise in acoustics (delivered)	Delivering the CPD session forced me to revisit and update my own understanding. Also presentation and communication skills.	5, 6	The success of this is reflected in the team's improved understanding of mechanical, electrical and plumbing (MEP) with regard to acoustics	Nov-15	10
IOA Conference	What do the numbers really mean	Good overview on measurement and uncertainty, also presented on CPD	5, 6	Broadened and increased knowledge, improve presentation skills	Dec-15	6
Note ** Although this activity relates to a CPD goal, it does not specifically relate to acoustics and therefore does not count towards the acoustic related CPD total				All CPD Total for 2015		31.5
				Acoustic Related CPD for 2015		22

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Organiser	Activity					
<i>In-house **</i>	<i>CPD course on professionalism **</i>	<i>How to use professional behaviours to business benefit</i>	6	<i>Fold this knowledge into team and project leadership</i>	<i>Feb-16</i>	3
IOA	Building Acoustics Group meeting	Relevant issues in Building Acoustics and the IOA	5	Communicate to wider group	Feb-16	5
Building Services Provider	CPD on Mechanical Ventilation Heat Recovery (MVHR) systems	Latest developments in mechanical ventilation with noise demo	5	Where relevant in support of projects requiring solutions of this type	Mar-16	1
<i>Project Management Software **</i>	<i>CPD course on the software **</i>	<i>Use of project financial modelling and reporting tools</i>	4	<i>Foundation knowledge on new In-house financial management system</i>	<i>Apr-16</i>	15
IOA	Seminar course on BS 4142:2014	Sent a representative to attend. Said person then produced an internal course relaying findings.	5	Where relevant in support of projects requiring solutions of this type	Apr-16	2
Resilient Floor Provider	CPD on resilient floor solutions	Latest developments in terms of tested solutions	5	Where relevant in support of projects requiring solutions of this type	May-16	1
In-house	Acoustics and cultural schemes	What the work-winning partners expect and require from teams who support them in this sector	2	Develop capability to meet these needs	Jun-16	1
Self Study	Acoustics in buildings CPD (delivered)	Forced me to consider my knowledge and communication skills in concise fashion	6	The students seemed very engaged and were able to form pertinent and relevant questions at the end.	Jul-16	5
<i>In-house **</i>	<i>Introduction to graduate recruitment **</i>	<i>Understanding of the process behind grad/intern recruitment</i>	3	<i>When recruiting</i>	<i>Jul-16</i>	2
IOA	Autumn conference	Many interesting topics over the 2 days. Of note – flanking test data, room acoustics modelling vs measurement and others.	5	Where relevant in terms of technical ability in consultancy.	Sep-16	15
Self Study	Flanking at Slab Edge CPD (delivered)	Forced me to review current data (prompted by IOA Conference session) and revisit my own knowledge.	5	Delivered to the entire facades and acoustics teams. Many compliments on clarity and applicability.	Sep-16	10

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Organiser	Activity					
In-house	Project Review	Reviewed façade team work with a view to acoustic performance, focussing on new technologies	1	Where relevant in project work on future schemes	Oct-16	3.75
IOA Conference	The Impact of Brexit on Noise Management	Useful refresher on current legislation. Slightly improved understanding of context and issues of Brexit.	1	Refreshed and broadened knowledge	Oct-16	5
Note ** Although this activity relates to a CPD goal, it does not specifically relate to acoustics and therefore does not count towards the acoustic related CPD total				All CPD Total for 2016		68.75
				Acoustic Related CPD for 2016		48.75

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Organiser	Activity					
<i>In-house **</i>	<i>Cluster 2 Seminar **</i>	<i>Approaches to work winning in cultural / sport sectors</i>	2	<i>Developing capabilities in these sectors</i>	<i>Feb-17</i>	<i>7.5</i>
Self Study	CPD course for a company on acoustics and planning (delivered)	Forced me to reconcile and update my own knowledge and present in a concise and clear way.	5, 6	Very good feedback from the company	Feb-17	7.5
<i>In-house **</i>	<i>Site safety training **</i>	<i>Taking a meticulous but pragmatic approach to site safety</i>	5	<i>On site</i>	<i>May-17</i>	<i>3</i>
ICSV24, London	International Congress on Sound and Vibration	Networking and latest research across wide range of acoustics	1, 2, 5	forge relationships with new contacts, apply learning from presentations	Jul-17	25
Self Study	Crosstalk attenuator and building contracts CPD (delivered)	Forced me to examine and reconcile my own knowledge. Presentation and communication skills.	5, 6	The team members in attendance now understand these issues better.	Aug-17	6
<i>In-house **</i>	<i>Safe by design workshop **</i>	<i>Responsibilities with regards design safety</i>	5	<i>Where relevant in project work</i>	<i>Oct-17</i>	<i>7.5</i>
<i>Presentation Coach **</i>	<i>Impact and Influence Workshop **</i>	<i>Body language, communication skills, pitching skills</i>	6	<i>In interactions with colleagues, collaborators and clients</i>	<i>Nov-17</i>	<i>7.5</i>
Note ** Although this activity relates to a CPD goal, it does not specifically relate to acoustics and therefore does not count towards the acoustic related CPD total				All CPD Total for 2017		64
				Acoustic Related CPD for 2017		38.5