

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME		SHEET 1: PROFILE OF COMPETENCE & NEEDS		
Name: [Example Consultant]		Revision Date: Feb 2017		
Current Organisation Name: [Environmental Noise Consultancy]		IOA Grade: MIOA		
Current Organisation Size (approx. number full time acousticians): <optional>		How long at IOA grade: 8 years		
Job Title / Role: [Managing Director of Environmental Noise Consultancy]		How long at current role: 4 years		
Current Job Competence Requirements / Capabilities	Anticipated Future Competencies	List of Development Goals	Goal Ref	Priority
Measurement, analysis and prediction of noise and vibration including industrial, workplace and quarry noise and vibration	Technical knowledge of ground vibration monitors	Understanding transducers and air over pressure microphones in ground vibration monitors	1	High
Providing impartial noise and vibration advice to industrial sites, quarries, planning consultants and individuals	Providing evidence to solicitors for use in Public Inquiries	Understanding procedures for Public Inquiries	2	Medium
Provide quotations, invoices, manage accounts, website and marketing	Using website as a marketing tool	Update website for marketing purposes	3	Low
Providing advice to clients in a report or over the telephone. Meetings with Environment Agency and Local Government	Attend more meetings and public enquiries	Improve telephone and face to face presentation skills	4	Medium
Understanding standards and how others may misinterpret them including BS 4142:2014, Planning Guidance, Noise and vibration at Work regulations, WHO guidance etc.	Keeping up to date with relevant standards / guidance	Understanding relevant standards and applications including BS 4142 (noise character penalties and their application)	5	High

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME					SHEET 2: PROFESSIONAL DEVELOPMENT PLAN	
Name: [Example Consultant]					Revision Date: Feb 2017	
Goal Ref	Priority	Development Goals	How Will You Address These Needs?	By When?	Progress So Far?	What Follow-Up Is Needed
1	High	Understanding transducers and air over pressure microphones in ground vibration monitors	Attend IOA seminars, arrange a visit with a manufacturer. Conduct calibration and servicing of transducers	May-17	Training completed, in process of purchasing transducer calibration equipment	Keep up to date with current calibration standards
2	Medium	Understanding procedures for Public Inquiries	Attend public inquiries, contact other consultancies for advice, attend IOA seminar	Ongoing	Attended public inquiries and IOA seminars	Provide evidence at a public inquiry – expected by May 17
3	Low	Update website for marketing purposes	Arrange to have the website updated to be mobile friendly and to be in a format which can be updated by myself	Jan-17	Website updated. Company news section created which can be updated	Keep news section of website updated as and when required
4	Medium	Improve telephone and face to face presentation skills	Attending more meetings potential Clients. Resolving technical queries over the telephone	Jan-17	Attended meetings with Environment Agency. Discussed a number of reports with EHOs	Keep up with presentation skills, perhaps attend formal course
5	High	Understanding relevant standards and applications including BS 4142 (noise character penalties and their application)	BS website, attend IOA meetings, Noise Bulletin, discussions with other consultants	Ongoing	Subscribed to BS. Attending regular IOA Meetings and reading Noise Bulletin. Making regular contact with other consultants	Continue to monitor publications/documents for updates on relevant standards

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME					SHEET 3: PROFESSIONAL DEVELOPMENT RECORD	
Name: [Example Consultant]					Period: 2014 to Feb 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					
A Drilling Company	Noise monitoring of an oil drilling site.	The dominant noise sources and their duration.	1	To predict the noise levels at noise sensitive receptors on similar sites	Jan-14	8
IOA	Evening meeting on HS2.	Noise limits used at residential receptors.	2	Can be used as a source of reference material for similar projects.	Feb-14	2
Private study	Received notification that PPG document on noise had been updated	PPG document on noise is largely unchanged from NPPF (minerals) section	5	Update clients and reports accordingly	Mar-14	2
Private study	Received notification that BS 8233 had been updated	Examined document for acceptable levels in rooms	5	Update acceptable noise levels within rooms section of reports.	May-14	4
Private study	Searched on Planning Portal for use of BS 8233:2014	Examined internal noise levels for dwellings tables	5	Checked that BS 8233:2014 was being applied correctly	Aug-14	3
Private study	BSI standards update shows BS 4142:1997 has been replaced.	Obtain replacement BS 4142:2014 standard and review.	5	Review standard in relation to industrial noise sources close to residential receptors.	Dec-14	3
All CPD activity recorded in 2014 relates to acoustics and therefore counts towards the acoustic related CPD total				All CPD Total for 2014		22
				Acoustic Related CPD for 2014		

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Details of Activity		What did you learn? Relate to goals	Goal Ref	How will you use this knowledge?	Date	Time Allocation (hours)
Organiser	Activity					
An Accountants Company **	Training course on marketing for businesses	How to use e-mail, twitter, LinkedIn and a USP as marketing tools	3	Enable me to set up the relevant marketing tools for my business	Jan-15	6
A Drilling Company	Measuring noise and vibration during the operation of drilling rigs and associated equipment	Gained knowledge on noise and vibration transmission of drilling rigs	1	To predict noise and vibration levels to noise sensitive receptors	Mar-15	8
Government Agencies	Heathrow Airport Public Inquiry	Methods used to assess airport noise and impact on receptors.	2, 4	To update the methodology section in noise assessment reports.	Jun-15	4
IOA	Noise Bulletin. Read and researched around acoustically induced vibration article and how this relates to oil drilling activities	That vibration related stress can be shown in welded sections of pipework	1	To include a section in the equipment, check list to examine the welded sections of pipework for vibration related stress	Oct-15	4
IOA	What the Numbers Really Mean conference	Various presentations about the reliability of information and uncertainty	Gen, 5	Useful when determining uncertainty for BS 4142 and other assessments	Dec-15	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 2015		27
				Acoustic Related CPD for 2015		21

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Organiser	Activity					
IOA	Evening meeting, dealing with the "New Whiplash", protecting yourself against the epidemic of occupational noise-induced hearing loss claims	Hearing loss accounts for 75% of occupational claims - many applications are shoddy but employers records (or lack of them) are important.	Gen	Good reminder about Noise at Work Regs	Feb-16	2
A Mining Company	Public meeting at a fracking site	How to present noise and vibration reports to the general public	2, 4	To present more effectively in meeting and Public Inquiries	Mar-16	4
IOA	Read Acoustics Bulletin article on barking dogs and conducted research as I had received an enquiry	LAs approach this is different ways with no standard guidance off	4	Contact LA in question to agree methodology before conducting survey	May-16	4
IOA	Evening meeting on the Presentation of Best IOA Diploma Projects 2015/2016	Gained additional knowledge of noise guidance documents for sports pitches and car racing tracks.	Gen	To review and update standards sections in relevant noise reports.	Sep-16	2
<i>A Web Design Company **</i>	<i>Attended web-site training course</i>	<i>Training on how to update website and produce company news & blog</i>	3	<i>To raise the profile of the company by updating the website</i>	<i>Nov-16</i>	<i>6</i>
IOA	Evening meeting on the mysteries of ground-borne noise and vibration	Correct monitoring positions. A perceived vibration source may be transmitted as a noise source	1	To ensure monitoring locations are on solid ground. Consider both noise and vibration sources.	Dec-16	8
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		26
				Acoustic Related CPD for 2016		20

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Organiser	Activity					
A Seismo-graphs Company	Calibrated ground vibration transducer and air overpressure microphone	Increased technical knowledge on how a seismograph operates	1	Gaining an understanding of the expected results and how to adjust the parameters on the seismographs.	Jan-17	4
<i>A Presentation Skills Company **</i>	<i>Impact & Influence Workshop</i>	<i>Body language, communication skills, pitching sales</i>	4	<i>In interaction with colleagues, commercial partners and clients</i>	<i>Jan-17</i>	<i>6</i>
IOA	Evening meeting on BS 4142:2014 reference and objective methods for tonal and impulsive noise	The importance of conducting subjective and objective assessments	5	To only apply noise character penalties when subjective and objectives assessments have been carried out.	Feb-17	2
Note ** Although this activity relates to a CPD goal, it does not specifically relate to acoustics and therefore will not count towards the acoustic related CPD total for the year				All CPD Total for 2017 to date		12
				Acoustic Related CPD for 2017 to date		6