

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME		SHEET 1: PROFILE OF COMPETENCE & NEEDS		
Name: [Example Environmental Health Officer]		Revision Date: end 2018		
Current Organisation Name: [District Council]		IOA Grade: MIOA		
Current Organisation Size (approx. number full time acousticians): <optional>		How long at IOA grade: >3 years		
Job Title / Role: [Senior Environmental Health Officer]		How long at current role: 0.5 years		
Current Job Competence Requirements / Capabilities	Anticipated Future Competencies	List of Development Goals	Goal Ref	Priority
<p>Knowledge of legislation including planning and licensing.</p> <p>Aware of Health and Safety Regulations.</p> <p>To have sound knowledge of noise and vibration control mechanisms.</p> <p>To be competent in the use of a variety of noise equipment and produce clear, concise, accurate and accessible reports.</p>	<p>To conduct sound surveys to gain a greater understanding of the sound climate of the district.</p> <p>To development knowledge of noise software.</p> <p>To keep abreast of technical innovations and changes.</p>	<p>To be competent with noise equipment and conducting surveys. To be able to analyse data and present in a clear, concise and accurate manner.</p> <p>Procurement of additional noise equipment and development of use of kit and software.</p>	1	High
<p>Consultee for both planning and licensing.</p> <p>To provide technical summaries in relation to noise nuisance assessments.</p>	<p>Broaden my acoustic knowledge, get involved with a variety of cases.</p>	<p>Management of workload and management and training of other team members. Develop Noise Supplementary Planning Document</p>	2	Medium
<p>Detailed note taking, filing with consideration to data protection. Keeping records up to date and accurate.</p> <p>To oversee and support members of staff.</p>	<p>To develop knowledge of the authority's procedures and systems.</p>	<p>Keeping of notes and noise files for evidential purposes. Be aware of confidentiality. Develop Knowledge of Company Procedures.</p>	3	High
<p>Liaison with residents, other departments, authorities such as police, Environment Agency, statutory undertakers etc.</p>	<p>Build up a network of relevant professionals.</p>	<p>Attend quarterly meetings at the Local Pollution Group and IOA meetings.</p>	4	Medium
<p>Understanding Standards and Regulations that are relevant to my area of work. Keep abreast of any changes and development.</p>	<p>Relevant Standards and Regulations encountered through course of work.</p>	<p>Develop a more in-depth knowledge of relevant standards and changes in legislation and guidance</p>	5	High

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME					SHEET 2: PROFESSIONAL DEVELOPMENT PLAN	
Name: [Example Environmental Health Officer]					Revision Date: end 2018	
Goal Ref	Priority	Development Goals	How Will You Address These Needs?	By When?	Progress So Far?	What Follow-Up Is Needed
1	High	Procurement of additional noise equipment and development of use of kit and software. To be competent with noise equipment and conducting surveys. To be able to analyse data and present in a clear, concise and accurate manner.	Through formal training and continued use and practice.  Liaising with consultants, attending site visits and conducting investigations and measurements.	Summer 2019	Bought new equipment.  Attended Norsonic and Cirrus training	Continued on-site use and development.  Develop knowledge through training and investigation and experience.
2	Medium	Management of workload and management and training of other team members Develop Noise Supplementary Planning Document	Prioritise workload and time management. 1:1s with staff members. Joined a working group to update Local Guidance Planning Document	Ongoing	Keeping on top of work. Getting to know new staff throughout Council. Regular 1:1s and team briefings.	Develop management, support and training of team.
				May 2019		
3	High	Keeping of notes and noise files for evidential purposes. Be aware of confidentiality. Develop Knowledge of Company Procedures.	To be shown through in-house training.	Ongoing	Developing in line with position	Continued liaison with line manager.
4	Medium	Attend quarterly meetings at the Local Pollution Group and IOA meetings.	Regular attendance at Pollution Group and IOA Meetings.	Ongoing	On target.	Keep aware of meetings via website and email notification.
5	High	Develop a more in-depth knowledge of relevant standards and changes in legislation and guidance	ProPG (2017), NPPF (2018), ANC Ventilation and Overheating (2018), WHO 2018, EMAQ 2018	Ongoing	Through training and implementation.	Continued private study and look into formal training.

INSTITUTE OF ACOUSTICS CONTINUING PROFESSIONAL DEVELOPMENT SCHEME					SHEET 3: PROFESSIONAL DEVELOPMENT RECORD		
Name: [Example Environmental Health Officer]					Period: 2016 - 2018		
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 in detail Approved Document E and Robust Details.	Gained a better understanding of the requirements of Building Regulations.	1,2&5	Used the information gained to help produce a report for an enhanced building design.	01/01/2016	4	
Private Study	Read through CIBSE Guide B5	A better understanding of noise and vibration control from plant	1,2&5	Used information for a noise assessment for basement plant.	05/01/2016	2	
Private Study	Read through the relevant sections of BREEAM	Gained an understanding of this Standard	5	Required to review a BREEAM report	09/02/2016	1	
IOA/ANC	IOA Meeting and networking	Insight into issues related to sound testing	4&5	Better understanding of sound testing moving forward	17/02/2016	2	
PC Environmental	Induction for using Syscom Red Box vibration meter.	Relate measurements taken to BS6472:1992. Had to familiarise with the Standard	1&5	To conduct a vibration measurement.	25/02/2016	2	
Private Study	Read through CRTN (1988)	Relevant to a project with increased traffic flow.	1&5	Whilst writing reports and carrying out assessments.	20/03/2016	1	
IOA Branch Meeting	Mock planning inquiry.	Understanding of regulatory framework for an inquiry.	All	Maintain standards for all reports	12/04/2016	2.5	
Private Study	Read through BS5228-2	Better understanding of vibration control on open sites.	1&5	For a construction assessment	14/04/2016	1	
IOA Branch Meeting	Sound Management at Large Music Festivals in the UK	Keeping abreast of current technologies and practices	1,4&5	During the assessment and control of amplified music	18/05/2016	2	
Direct Contact Exhibition (DCE) Seminars	"Dealing with Noise" Seminar	Put together event material and banners and gave a presentation.	1,4&5	Developing confidence in public speaking and networking.	05/07/2016	8	
IOA	Live Music Event Licensing	Learnt practical measures of noise control and update of legislation.	1,4&5	During licensing assessments	05/10/2016	4	
In House (Council)	Noise Modelling Training	An introduction in to use of IMMI	1	Conducting of noise assessments	11/10/2016	2	
In House (Council)	Sound Insulation Testing Training and Development	Keep abreast of recent changes to Standards.	1,2,3 &5	When commenting on building control test procedures.	23/11/2016	6	
All CPD activity recorded in 2016 relates to acoustics and therefore counts towards the acoustic related CPD total					All CPD Total for 2016		37.5
					<b>Acoustic Related CPD for 2016</b>		<b>37.5</b>

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Organiser	Activity					
IOA Branch Meeting	Let's Get the Part E Started	Gained a greater understanding of sound testing and the limitations of Approved Document E.	1,4 &5	During sound testing and building assessments. Greater understanding of issues.	02/02/2017	3
Private Study	Statutory Nuisance Refresher	Reminding myself of the intricacies of this legislation and current practices that have changed.	1, 3 &5	Required for my new part-time role at a District Council, including assessing noise nuisance. How to keep PACE notes and gather evidence.	12/03/2017	3
IOA Branch Meeting	Clay Pigeon Shooting Case Study	Interesting to find out how other Local Authorities dealt with the issues described.	1, 4 & 5	Was able to contribute to the group as I had covered topic for my IOA Diploma Project.	05/04/2017	3
Internal Meeting	Meeting to discuss ideas for Noise Action Week	Gathered as a department to agree an initiative.	2. 3 & 4	Promoted the condition of tinnitus to the wider community.	16/05/2017	2
Private Study **	Anti -social Behaviour, Crime and Policing Act 2014	Read through all relevant guidance for Local Authorities.	2 & 5	Knowledge required to serve Community Protection Notices.	25/05/2017	4
IOA Branch Meeting	Shale Gas Exploration: Drilling Noise and the Planning Process	How noise control can be material to a planning decision	1,4 & 5	Will use knowledge in the planning consultation process.	15/06/2017	3
Private Study	ProPG : Noise and Planning	Went through the guidance taking detailed notes and liaising with colleagues and other consultants	2, 3 & 5	Put in to practice for a new outline residential planning application next to the motorway.	26/06/2017	4
IOA Branch Meeting	BS4142: Objective and Reference Methods for Tones and Impulses	A greater understanding of the requirements of the Standard		Really interesting how different methods contribute to wildly differing character ratings. Will be aware for assessments.	29/06/2017	3
In House (Council) **	Cross Cultural Awareness Workshop	Improve my interpersonal skills with people from diverse backgrounds.	4	Will use whilst liaising with clients and talking to people on site.	19/09/2017	3
In House (Council) **	P.A.C.E Training	Keep abreast of Police and Criminal Evidence Act. To ensure actions are conducted in compliance with the law.	4,5	Developed sophisticated interview interrogation techniques.	26/9 and 27/9/2017	15
<b>Note</b> ** 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		43
				<b>Acoustic Related CPD for 2017</b>		<b>21</b>

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Organiser	Activity					
Cirrus Research PLC	Noise Nuisance Workshop	Networking with local EHOs. Keeping abreast of equipment.	1,4,5	When assessing noise nuisance and installing Cirrus Trojan.	07/02/2018	6
A District Council	Covert Surveillance and RIPA update	Keep abreast of recent changes in legislation.	5	When conducting noise nuisance investigations.	20/02/2018	6
IOA Branch Meeting	Mysteries of Ground-borne Noise and AGM	Networking, very interesting and technical presentation.	1,4,5	During the investigation of vibration complaints and whilst taking measurements.	21/02/2018	3
Chartered Institute of Environmental Health	Webinar – Statutory Nuisance Training and update	Keeping abreast of legislation and reaffirming knowledge.	2,4,5	Within my role and out of hours nuisance assessment.	22/02/2018	1
<i>Private Study **</i>	<i>Read in detail Section 182 Guidance in relation to the Licensing Act 2003.</i>	<i>Made myself familiar with the guidance and incorporated into a document for a client</i>	2,4,5	<i>Gave evidence at a Licensing Hearing at a Council.</i>	06/03/2018	2
IOA Branch Meeting	Acoustics, Ventilation and Overheating Presentation	Gained a better understanding of how acoustics, ventilation and overheating inter-relate.	1,4,5	When making consultation responses as part of the planning application process.	09/04/2018	3
Chartered Institute of Environmental Health	Noise Conference	Presentations on ProPG, Nuisance, Community Protection Notices, Fan attenuation, HS2 Planning process, and Noise App. Also, a workshop session to feed into Defra Noise Policy.	1,2,4,5	Learnt so much. Made some really good contacts and caught up with former colleagues to discuss current noise issues.	17/04/2018	5
IOA Branch Meeting	High Impact Noise	Very technical presentations on issues relating to impact noise within gyms.	1,4,5	Spoke to colleagues at the end to gain advice in relation to an impact noise nuisance case.	24/05/2018	3
IOA Branch Meeting	Branch Meeting	Acoustic Report Framework	1,2,4,5	Acoustic Report Framework to be incorporated in to planning guidance	16/10/2018	3
Campbell Associates	Norsonic User Training	Use of Norsonic equipment and NorReview Software	1,4,5	During noise assessments and investigations.	06/12/2018	6
<b>Note **</b> 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 2018		38
				<b>Acoustic Related CPD for 2018</b>		<b>36</b>