

IOA CONTINUING PROFESSIONAL DEVELOPMENT SCHEME – A SUMMARY

This summary should only be used as an aide-memoire only; the full details should be read from the Continuing Professional Development (CPD) Scheme Introduction Guidance, which describes the scheme and which gives complete instructions on what the IOA expects from its members. The Getting Started document will help you to formulate your own plan and examples of completed CPD records are provided on the IOA website.

CPD is the systematic maintenance and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional duties throughout your working life. The aim is to make sure you are competent to carry out your role in acoustics.

The IOA CPD scheme encourages members to consider their career and professional development. It is not merely based on collecting “hours”, but instead requires members to formulate a personal action plan to help them achieve their objectives. You should aim for a total of at least 20 hours of acoustic related CPD activity per year relevant to your plan, and more for those looking to upgrade membership. The CPD activities should be relevant to your plan and address your goals. You may include general CPD activities provided your goals are addressed. You may also include other activities provided you achieve at least 20 hours of acoustic related CPD per year.

Your personal action plan will be individual to you. Members are encouraged to work with their employers in planning their professional development. The plan is likely to change over your career.

SCHEME DETAILS

The IOA CPD scheme is based on identifying and achieving goals. The list of relevant activities is provided in the full CPD Scheme Introduction Guidance document.

The suggested professional development process is set out below.

- Review current situation - do this by assessing strengths and weaknesses, opportunities and future needs
- Identify goals – these will include long-term, short-term and ongoing goals with different priorities.
- Planning to achieve - draw up a plan to show both how you have achieved completed goals and how you will achieve future ones.
- Record learning - devise a system which works for you to record development activities whether planned or opportunistic. The IOA can provide you with CPD forms but any system is appropriate provided it can be understood by a third party.
- Review progress regularly and evaluate what you have learned and how you can use it. Your plan is a live document and will change, so needs to be updated regularly.

CPD PLAN AND RECORD SHEETS

The Institute has prepared some sheets for members to use to plan and record their CPD. Please check to make sure you are using the most current CPD forms. Real examples of completed forms are also included on the IOA website. You may be asked to submit your CPD plan and record sheets to the IOA for review. When submitting information to the IOA, your whole CPD document should be provided as a PDF file and be no longer than six pages in total. See the checklist on the CPD Scheme Introduction Guidance document.

IOA Sheet 1 - Profile of Competence and Needs (1 page long)

This sheet is intended to be the reference list for your development goals, based on the skills you required over the last 3 years, what skills need to be maintained / refreshed and what you will need in the future.

IOA Sheet 2 - Professional Development Plan (1 page long)

Sheet 2 sets out your professional development plan. Using the same development goals and references from Sheet 1, you should set out how you intend to address future goals and identify when they will be achieved or if they are ongoing. You should also set out how and when you have achieved completed goals.

IOA Sheet 3 - Professional Development Record (up to 4 pages long)

Sheet 3 is used to keep a record of activities that have contributed to your professional development over the past 3-4 years. This should include information about the activity, what you learnt, the relevant goal reference and how you will use the knowledge.