INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT		**SHEET 1: PROFILE OF COMPETENCE & NEEDS**		
Name: [Example Junior Consultant]		**Revision Date:** [Oct 2020]		
Current Organisation: [Acoustic Consultancy]		**IOA Grade:** AMIOA		
Current Organisation Size: [optional response]		**How long at IOA grade:** [to be completed]		
Job Title / Role: Junior Consultant in Acoustics		**How long at current role:** [to be completed]		
Current Job Competence Requirements/Capabilities	**Anticipated Future Competencies**	**List of Development Goals**	**Goal Ref**	**Priority**
Undertake measurements and report findings in reference to BS 8233 and BS4142 as well as other relevant standards and Guidance documents	Ability to fully understand all relevant documents and how to apply them to all manner of circumstances.	Become competent in carrying out a range of environmental surveys in relation to relevant documents and standards.	1	High
Field measurement of both impact and airborne sound insulation testing.	Competent at testing in all manner of circumstances	Become competent and experienced in sound insulation testing	2	High
General knowledge and understanding of architectural and environmental acoustics	Use specific assessment and calculation techniques in assessments	Improve knowledge & understanding of assessment and calculation methodologies	3	High
Basic use of some programs such as Cadna and Insul	More in depth understanding of required software and application	Become competent with acoustic software and fully understand their uses	4	Moderate
Basic understanding of construction details and materials	In depth understanding of building materials and their impact in relation to acoustics, implication of ventilation	Gain greater understanding of building materials / specifications and implication of ventilation	5	Moderate

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT					SHEET 2: PROFESSIONAL DEVELOPMENT PLAN	
Name: [Example Junior Consultant]					**Revision Date:** [Oct 2020]	
Goal Ref	**Priority**	**Development Goals**	**How Will You Address These Needs?**	**By When?**	**Progress So Far?**	**What Follow-Up Is Needed**
1	High	Become competent in carrying out a range of environmental surveys in relation to relevant documents and standards.	Training whilst working on site, shadowing more senior colleagues and building on experience	2019	Have undertaken a range of environmental assessments	Expand range of assessment types and depth of knowledge on those already taken
2	High	Become competent and experienced in sound insulation testing	Undertake relevant professional training/ gain on site experience.	2019	Completed IOA certificate of competence in Building Acoustic Measurement, have carried out a considerable amount of testing on site in various different scenarios	Continue to put education into practice
3	High	Improve knowledge & understanding of assessment and calculation methodologies	Shadow more senior colleagues, carry out assessments, write reports	Ongoing	Reviewed relevant standards, guidance documents etc. Continuous discussion with colleagues	Attend IOA talks and meetings on relevant documents
4	Moderate	Become competent with acoustic software and fully understand their uses	Shadow more senior colleagues, use software and receive relevant training	Ongoing	Shadowed more senior colleagues and used relevant software on a regular basis	Receive CadnaA training and continue to use software on a range of assessments
5	Moderate	Gain greater understanding of building materials / specifications and implication of ventilation	Read IOA Acoustics Bulletin articles	Ongoing	Read multiple articles as well as having regular discussion with colleagues	Continue to gain experience with construction materials, and carry out research

INSTITUTE OF ACOUSTICS PERSONAL PROFESSIONAL DEVELOPMENT				SHEET 3: PROFESSIONAL DEVELOPMENT RECORD		
Name: [Example Junior Consultant]				**Period:** [2018-2020]		
Details of Activity		**What did you learn? Relate to goals**	**Goal Ref**	**How will you use this knowledge?**	**Date**	**Time Allocation (hours)**
Organiser	**Activity**					
IOA evening meeting	Uncertainty in Environmental Noise Measurements	Variations that can occur between measurements due to different factors	1	Useful for surveys and considering uncertainty	Oct-18	1
Previous Acoustic Testing Company (in house training)	Sound Insulation Introduction	Completed on site training with colleagues, consisting of shadowing, note taking and carrying out full measurements	2	This makes up the foundation of my experience in sound insulation testing	Nov-18	20
				Total for 2018		**21**
IOA	Sound Insulation Training	Completed Certificate of Competence in Building Acoustic Measurement at Southampton Solent University	2	Official training course with the IOA to gain certificate of competence	May-19	40
Ventilation Company	Ventilation training	Completed ventilation training in relation to Part F. Understood different ventilation types and how they can be implemented into building design	5	Training in ventilation systems and testing	May-19	8
Previous Acoustic Testing Company (in house training)	Building envelope calculation	Completed training on sketch-up software in order to calculate building envelopes and volumes	4	Being able to calculate envelope areas and further understand architectural drawings	Jun-19	8
Acoustic Consultancy (in house training)	Environmental Assessment Training	Completing training of BS 8233 assessments including equipment set up and report writing	1	This makes up the foundation of my experience in Environmental Noise Assessments	Sep-19	12
Acoustic Consultancy (in house training)	Introduction to CadnaA Software	A brief introduction to CadnaA software and the common features used in acoustic assessments.	4	Introduction to CadnaA and how to implement software into Environmental Noise Assessments	Sep-19	4
Acoustic Consultancy (in house training)	Introduction to INSUL Software	A brief introduction to Insul sound insulation prediction software, to create construction details for use in acoustic assessment.	4	Introduction to Insul and how to implement software into Environmental Noise Assessments	Oct-19	2
Acoustic Consultancy (in house training)	Further sound testing training	Built on my knowledge of sound insulation testing, and fully understood the methodology used at soundtesting.co.uk	2	Internal training working to Acoustic Consultancy methodology	Oct-19	4
Acoustic Consultancy (in house training)	Sound Level Meter Discussion	Discussed the use of the Rion NL52 in environmental noise assessments, and how best to set up the equipment.	1	Implement discussed techniques on a regular basis when setting up equipment for environmental noise assessments.	Nov-19	1

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Organiser	**Activity**					
Acoustic Consultancy (in house training)	Environmental Assessment Training	Completing training of BS 4142 assessments including equipment set up and report writing	1	This provides the foundation of my experience in BS 4142 type assessments	Oct-19	4
Private Study	Studied other reports written in line with BS 8233 and BS 4142	Understood a range of different assessment types relating to relevant standards and guidelines	1	Further understand how relevant guidance is implemented into industry as well as understanding report writing techniques	Oct-19	2
Acoustic Consultancy (in house training)	Training on measuring in a cinema for a noise break out assessment.	Understood a range of methods to best measure for a noise breakout assessment	1	Used knowledge to complete a noise break out assessment on a cinema for use in a planning application.	Nov-19	1
Acoustic Consultancy (in house training)	Training on measurement techniques when measuring mechanical plant	Discussion with colleagues to further understand measurement techniques for mechanical plant, prior to undertaking a BS 4142 type assessment.	1	Implemented techniques to accurately measure plant noise for a BS 4142 assessment.	Nov-19	1
IOA evening meeting	Consultation Workship: The Future Homes Standard: Changes to Part L and Part F of the Building regulations for New Dwellings	Proposed changes to Part F (ventilation) with regard to noise	5	Increased awareness of ventilation issues in new buildings	Dec-19	1
Acoustic Consultancy (in house training)	Training on measuring aircraft noise prior to a noise assessment.	Discussion with colleagues to understand measurement techniques when measuring aircraft, including fast/slow and 1sec Leqs.	1	Implemented techniques as part of a noise assessment on a housing development near an airport.	Dec-19	2
				Total for 2019		**90**
Acoustic Consultancy (in house training)	Noise at Work Assessment	On site training with senior colleague followed by report writing. Better understanding of noise at work assessments and how to understand what is required of the consultant	1	Further understand what is required of a noise at work assessment. Have since gone on to carry out several assessments in accordance with the Control of Noise at Work Regulations	Jan-20	16
Acoustic Consultancy (in house training)	Acoustic calculation training with a senior colleague	Noise propagation calculation training prior to a BS 4142 type assessment.	3	Implemented knowledge to complete a BS 4142type assessment on measured plant noise.	Jan-20	2

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Organiser	**Activity**					
Fan Manufacturer	Part F&L for Ventilation Regulations	Further understanding of ventilation types and requirements in reference to Part F&L	5 & 3	Further understand ventilation methods, and implement this knowledge on a regular basis when specifying glazing and ventilation in noise assessments.	Feb-20	1
Self Learning	Studied relevant documents relating to Acoustic consultancy such as BS 8233 and BS 4142	Self learning on BS8233 and BS 4142 to further understand the requirements of each assessment. These two assessments are currently making up the majority of my work as a consultant.	3	BS 8233 and BS 4142 type assessments make up the majority of my work as a consultant. Using this knowledge on a daily basis.	Feb-20	2
Acoustic Consultancy (in house training)	Training on measuring steady noise	In house training with senior colleague on measuring steady noise, prior to measuring mechanical plant for a BS 414 type assessment.	1	Implemented various techniques to measure mechanical plant for use in a BS 4142 type assessment. Completed report to show findings.	Feb-20	1
IOA evening meeting	Ventilation	Better understanding of what ventilation options are available and how our acoustic recommendations can have an affect on the ventilation types	5	Be able to make acoustic recommendations with ventilation in mind	Feb-20	2
Self Learning	Read Acoustics Bulletin Vol 41,No 3 May/June 2016	Read article 'The assessment of dog barking noise from dog boarding kennels' in preparation for a noise assessment of a dog day care	1 & 3	Implemented learning in order to write a noise assessment for a proposed dog day care including the use of CadnaA software	Mar-20	2
IOA Quiet Project	Contribute to the Quiet Project in order to monitor changing noise environments during COVID-19	Completed a week long noise assessment for a national noise survey in conjunction with the IOA.	1	Further understanding of environmental noise assessments, as well as keeping up to date with changing noise conditions.	Apr-20	4
Acoustic Consultancy (in house training)	Environmental Data Archive	Created an environmental data archive to reference useful data and information of jobs previously carried out for the Acoustic Consultant	1	Will continue to add to the database, and can reference data for specific sources such as car washes, dogs etc.	Apr-20	4
Self Learning	Studied BS 6262	Gained more knowledge on glazing specifications	5 & 3	Further understand glazing specifications, useful when making recommendations in BS8233 type assessments	May-20	1

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Organiser	**Activity**					
IOA evening meeting	Open plan offices: advances in acoustic design	Different aspects to think about when looking at assessments for open plan offices	3	Further review needed into the best way to assess open plan offices	Jul-20	1
Acoustic Consultancy (in house training)	Site visit / training with senior colleague to further understand acoustic design principles	Site visit after having reviewed drawings of a Church conversion into flats. Completed training on identifying areas of the development that will need to be treated acoustically, as well as identifying potential flanking issues.	5	Further understand construction details, able to identify problem areas whilst on site. Understand how to mitigate these issues.	Sep-20	2
Private Study	Read Building Bulletin 93 (2015) 'Acoustic design of schools: performance standards'	Private study to further understand acoustic performance requirements in schools in preparation for a BREEAM Hea05 assessment	3	Further understanding of acoustic performance requirements in schools. Used knowledge when completing a BREEAM Hea05 assessment on a Tennis Club.	Oct-20	1
Private Study	Read Sport England Design Guidance Note	Private study to understand acoustic performance requirements in sports halls prior to undertaking a BREEAM Assessment	1	Further understanding of acoustic performance requirements in schools. Used knowledge when completing a BREEAM Hea05 assessment on a Tennis Club.	Oct-20	1
Acoustic Consultancy (in house training)	Researched Noise Management Plans for use in commercial premises	Understood requirements of a noise management plan prior to writing a plan for a commercial premises.	1	Implemented learning in order to write a noise management plan for a commercial premises.	Oct-20	8
				Total for 2020		**48**