



CONTINUING PROFESSIONAL DEVELOPMENT PACK

February 2006

IEMA CPD Log Sheets

1. Introduction

Demonstration of CPD (Continuing Professional Development) shows a commitment to professional development, maintenance of high standards and professional competence.

This information pack is for Full and Fellow members and existing IEMA members on the specialist Auditor and Environmental Impact Assessment Practitioner register, who are either submitting CPD Log Sheets to maintain their registration or are applying to upgrade. Please read all the enclosed material.

TO MAINTAIN ANY OF THE ABOVE UNDERLINED LEVELS OF REGISTRATION, ALL REGISTRANTS ARE REQUIRED TO SUBMIT CPD LOG SHEETS ON AN ANNUAL BASIS TO THE IEMA, NORMALLY REQUIRED AT THE TIME OF THE APPLICANTS RENEWAL. FAILURE TO SUBMIT EVIDENCE OF CPD, OR IN THE CASE OF THE AUDITOR REGISTER MAINTAIN THE MINIMUM LEVEL OF CPD, WILL RESULT IN YOUR REGISTRATION BEING REVIEWED BY THE APPROPRIATE COMMITTEE AND APPLICABLE SANCTIONS BEING IMPOSED.

2. Completion of the CPD Log Sheet

(A blank copy is provided at the back of this information pack)

On the CPD Log Sheets please detail any work or training undertaken since CPD Log Sheets were last submitted or since your original application (please duplicate CPD Log Sheets as necessary).

- List discrete activities
- List activities in chronological order

FULL AND FELLOW

At present, the IEMA has not set a minimum level of CPD (in terms of hours/days) for Full or Fellow Members or set up a system of allocating points for any CPD undertaken. However, it is typical that a Full or Fellow Member would complete 50 – 100 hours of CPD per year (50 hours = approx 7 days).

You should include in your annual CPD submission to the IEMA:

- Evidence of maintaining and improving knowledge and understanding;
- Evidence of application of knowledge and understanding; and
- Evidence of use of communication skills, internal and external.

The list below provides examples, but is not exhaustive. If you are unsure whether or not an activity will be deemed relevant please include it:

- Seminar, conference or workshop attendance and skills gained
- Attendance at IEMA and other events

- Training courses undertaken
- In-house training
- Distance Learning programmes
- Presentations
- Team work / leadership
- Voluntary work in support of sustainability, environmental or conservation bodies
- Involvement in working groups/focus groups/forums/panels (including IEMA)
- Activities undertaken on a day to day basis (application of knowledge and understanding)
- Reading relevant journals / magazines
- Networking
- Providing training / tutoring / lecturing / mentoring
- Supporting the development of others
- Writing papers and articles
- Technical Meetings/briefings/presentations
- Auditing activities
- EIA projects
- Scoping exercises

Full and Fellow members who have been awarded Chartered Environmentalist (CEnv) will full fill the CEnv CPD requirement by submitting evidence of CPD for Full/Fellow membership.

AUDITOR REGISTER

At present, the IEMA has not set a minimum level of CPD (in terms of hours) for the AEA level of registration. This level is classed as an auditor in training level and applicants are expected to upgrade within two years.

When completing Auditor CPD log sheets:

- For each activity, include both onsite and offsite work (includes planning, document review and reporting)
- Under “Role” use the following codes:
 L = Lead Auditor (or sole Auditor)
 A = Auditor (under supervision of Lead Auditor)
 PM = Project Manager
 TP = Training Provider
- Activities cited over 30 days will achieve a lower rate of credit (when being assessed for an upgrade) – it is in the applicant’s interest to be break down each activity as precisely as possible
- Under description of work undertaken and/or training received, provide a concise description of the activity
- Under “Verification Source” identify (for each activity) an individual for whom the work was undertaken, preferably a 3rd party person e.g. client or site contact. Also, include full contact details i.e. name, address, telephone, fax and email.

Please note that when contacting a verification source the IEMA requires confirmation that the work cited was undertaken and that it was to the auditees satisfaction – we do not require information about the audit findings.

Information regarding qualifying experience for the auditor register can be obtained from the Auditor Registration Application Pack:

ENVIRONMENTAL IMPACT ASSESSMENT REGISTER

At present, the IEMA has not set a minimum level of CPD (in terms of hours) for the EIA register.

When completing EIA CPD log sheets:

- include an indication of the duration of the EIA related work or training projects
- provide a description of your role (i.e. your specific responsibilities) in any EIA work completed with a short description of the activities (i.e. collated baseline noise measurements at 10 sites to compare predicted levels against, as part of noise impact assessment) and components that you were directly involved
- provide for any relevant EIA training received, details such as the dates, number of days of the course, a brief description of the subjects covered and a verification source
- describe and detail (including start and end dates) positions held that contribute to appropriate general environmental management work experience
- in the case of Registered and Principal EIA Practitioners provide verification source contact details for at least 25% of the relevant EIA projects completed by the applicant in the preceding 2 years. Full contact details should include the individuals name, address, telephone, fax number and email address if applicable.

Information regarding relevant qualifying EIA experience can be obtained from Appendix 1 of the Environmental Impact Assessment Practitioner Application Pack.

PLEASE NOTE THAT ALL INFORMATION AND MATERIALS SUPPLIED TO THE IEMA WILL BE TREATED IN THE STRICTEST OF CONFIDENCE.

3. Upgrade Information for specialist registers

All registrants interested in upgrading their registration are required to submit the following information:

- A formal upgrade request letter to the IEMA, specifying the level they wish to apply for;
- Completed Continuing Professional Development (CPD) log-sheets; and
- Copies of any academic or professional body membership certificates that have not previously been supplied to the IEMA.

4. Upgrade Procedure (Auditor and EIA Practitioners)

On receipt of a formal upgrade request, the IEMA will perform an initial assessment of the application to ensure that all the information required is enclosed and that the application meets the minimum requirements for the level applied for. Once the application is deemed acceptable a request for payment will be forwarded. Once payment is received the IEMA will undertake independent verification checks of work cited. A recommendation will then be forwarded to the Membership and Registration Sub-Committee (MRSC) at their next available meeting. Upgrade applicants will be contacted in writing with a decision from the MRSC.

Please note that for any upgrade to be successful, the applicant will have to either meet or exceed the experience requirements of the higher level they are applying to. Therefore, applicants are encouraged to check the minimum requirements for each level of registration.

5. Upgrade fees

Any registrants requiring information about fees for an upgrade are requested to contact the Professional Standards Team at the IEMA.

6. What if I don't submit evidence of CPD?

The IEMA recognises that circumstances arise when Members may be unable to submit evidence of CPD, e.g. illness; maternity leave. In these circumstances the IEMA will review the situation and in certain circumstances the requirement for CPD may be waived for one year. Exemptions will be considered on a case by case basis. Requests for an exemption should be made in writing to the IEMA. The IEMA will review submissions on an annual basis and contact Members that have not submitted evidence of CPD.

7. Further Information

If you require any further information please contact:

Professional Standards Team
IEMA, St. Nicholas House, 70 Newport, Lincoln, LN1 3DP, UK.
Tel: 01522 540069 Fax: 01522 540090
E-mail: professional.standards@iema.net

