



The Chartered Institution
of Wastes Management

Scheme of Continuing Professional Development

INFORMATION & RECORD



It is well recognised that professionals in any sphere of work can no longer expect that their initial qualifications and training will equip them for their entire working life. Maintaining professional competence requires a continuous focused commitment to learn and develop new knowledge, skills and abilities. The CIWM has accepted the widely used definition of Continuing Professional Development (CPD):

“The systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life.”



Guidelines

The Chartered Institution of Wastes Management Continuing Professional Development Scheme

The CIWM Scheme of CPD is an obligatory scheme. This means that it is considered a professional obligation to undertake CPD, in as much as participation is linked to the Institution's Code of Conduct. CPD is considered as part of Professional Ethics and hence is related to the professional responsibility of individuals to maintain standards by keeping up-to-date.

Failure to carry out CPD is viewed as a break of member's requirement to comply with the Institution's Code of Professional Conduct and could result in transfer to a less senior class of membership and/or the loss of the title "Chartered Wastes Manager".

The Scheme's general recommendations are that all full professional members of the Institution (i.e. Members & Fellows) should complete at least 30 hours of CPD activity each calendar year.

Qualifying activities include:

1. All CIWM seminars, conferences, training courses and technical meetings.
2. Seminars, conferences, training courses, technical meetings and workshops organised by other professional bodies, universities, colleges, local authorities, relevant trade associations and other course providers;
3. Relevant committees and working parties;
4. Supervised research, normally with an academic establishment;
5. Flexible, open learning programmes and structured reading projects;
6. In-house training/briefing sessions;
7. Technical authorship, or preparation of relevant lectures, training sessions or seminar papers.

The CPD Framework

In all cases, the content or subject area should be relevant to your personal role, and to assist you in determining this there is a CPD "framework" which lists a range of topic areas which are eligible for inclusion.

This is intended to clarify the interpretation of topics and subject areas which are relevant to the wastes management industry, and therefore included within the remit of the CPD Scheme.

Air Pollution
Cleansing Services
Communication & Training Skills
Contaminated Land
Contract & Project Management Techniques

Environmental Assessment
Environmental Auditing
Hazardous Wastes
Health & Safety
Incineration
Landfill Gas Monitoring & Control
Landfill Techniques
Leachate Treatment
Management Studies
Policy & Strategy Issues
Quality Assurance
Recycling Technologies
Regulation & Enforcement
Risk Assessment
Supervisory Studies
Waste Reduction Techniques
Waste Recovery Techniques
Waste Collection & Transfer
Waste Treatment
Waste Disposal
Waste Management Legislation
Water Pollution
Water Quality & Contamination

This list is not exclusive, and other subject matter may be relevant in your individual circumstances.

Recording CPD

There is no fixed method of recording CPD, but you are recommended to use this layout as a basis for your own record, if for example you keep your record electronically.

However, the real value in CPD is obtained by taking a planned approach, and this CPD record includes a personal development planner to enable you to take a forward view of your development needs. By recording CPD intentions for the future, a review of actual CPD activity can help you draw up a structured personal plan for the following year.

Missed opportunities, or unsuccessful CPD, can be revisited and a developing professional will make the best of the opportunities ahead with this approach.

Please keep this record in a safe place, so that you can assist in the review of the Scheme.

You may also find the record useful for career progression purposes, to show to prospective employers for example, to use in connection with an Appraisal System, and all Members applying to transfer to the class of Fellow of the Institution are required to include their CPD record with their application.

Any queries about this scheme should be addressed to the Education Department of the Institution at Headquarters.



Record of Continuing Professional Development

Personal Information

Name:

Home Address:

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Town:

County:

Postcode:

CIWM Membership No:

Date of Birth:

You may wish to keep a record of professional details here for future reference

Class of Membership:	Date Elected:

Academic Qualifications	Date Awarded:

Membership of other Institutions	Date Elected:

Some Common Questions Answered

What is CPD?

Continuing Professional Development is the way in which practitioners systematically maintain, improve and broaden their knowledge and skills, and develop their personal qualities.

Such activities demonstrate commitment to professional competence and development, and the maintenance of high standards.

Why CPD?

One of the Institution's main roles, in common with most other professional bodies, is to develop, promote, monitor and control the quality and standards of practice of its membership.

As well as setting the educational standards for the relevant professional qualifications, the Institution has an obligation to ensure that its members are up to date, and developing on a continuing basis. The Institution believes that it can best satisfy that obligation with a scheme of Continuing Professional Development.

The Basis for the Scheme

The Articles and Byelaws of the Institution contain a general requirement for full professional members (i.e. Members and Fellows) to follow a programme of CPD.

The Chartered Institution of Wastes Management first introduced a voluntary scheme during 1995 and following a detailed review this was enhanced to become an obligatory scheme from January 2000.

Do other professions have CPD Schemes?

Yes most other professional bodies have CPD schemes. Our research has looked at several professions in associated areas, and we have designed our scheme along similar general principles, but we have also based it on our members' needs and circumstances.

What do I have to do?

All Members and Fellows are obliged to complete, and record, at least 30 hours of CPD activity each year. This is the equivalent of little more than half an hour each week.

What sort of activities count towards CPD?

The Institution believes that the scheme should be as flexible as possible, and therefore a wide variety of activities can be included. Research activities, attending seminars, courses or conferences, whether arranged in-house or externally, working on study groups, distance or open learning, structured reading or private study and taking part in training events can all be recorded for CPD purposes. Providing these activities are relevant,

either directly or indirectly, to Wastes Management work, they will be eligible for CPD recognition.

To help you decide if any activity is recordable this CPD record includes a CPD "Framework".

I read the CIWM journal regularly. Does that count for CPD?

Such reading, which is largely unstructured and a normal professional activity, does not count towards CPD, but certain structured reading linked to a specific project could be recorded. For example, if you are researching for a project which involved a structured literature search through the Journal.

Why should I do CPD?

Firstly, the Institution believes that most of its members will agree with the principle of CPD, and the vast majority are also probably achieving a significant number of hours already.

The advantages in undertaking CPD are that it demonstrates the professional commitment of the individual, which is of assistance in career progression, and it strengthens the case for access to training and development on a structured and professional basis.

Will CPD cost me anything?

It should be quite possible to fulfil the CPD recommendation without incurring excessive personal cost, except perhaps for the expense of travelling to occasional Centre activities. But as there are considerable personal, career and professional benefits to CPD, any such costs would be regarded by most members as incidental.

What if I cannot get the time off for CPD, or if my employer's training budget is not large enough?

Employers are encouraged to support CPD activities as it is to their benefit for employees skills and knowledge to be continually updated and developed.

However, CPD is not just about attending courses and seminars - the wide range of CPD opportunities should ensure flexibility for the individual who finds access to, or support for, conventional activities restricted.

Only senior colleagues ever get sent to conference, so it is easier for them to comply than it is for me!

Whilst this may be true, CPD provides a good argument for such nominations to be more selective and varied. Of course, anyone who has attended such an event should be encouraged to provide a briefing session for colleagues. This would provide CPD time for both the 'presenter' and all those attending the briefing session.

continued overleaf

Some Common Questions Answered cont.

Do Licentiates, Graduates, Students and Retired Members need to carry out CPD as well?

Licentiates, Graduates and Students already have a Structured Training Programme, so they do not need to record additional CPD.

Retired Members will not be asked to participate in CPD although they are of course encouraged to keep active contact with the profession, and can record their CPD if they so wish.

CPD schemes seem to be just paper exercises, and it is possible to record 'points' for attending a poor event which achieves nothing!

It is very rare for the time spent at such events to be totally wasted, and in any case the value of the event can depend to a large extent on the individual's experience and knowledge.

The most important thing is to recognise such poor quality events, and to feed back your comments to colleagues and the organisers in order to encourage improvements.

Certainly there is nothing wrong in being selective in your choice of CPD, so that it either assists you in your current work, or expands your knowledge and skill base for possible career development.

The Institution has no desire for the CPD scheme to become merely a 'points' gathering exercise.

How do I record CPD, and will there be any checks on what I am doing?

You should detail your activities in this folder. You are advised to try to obtain some independent proof of CPD, such as attendance certificate.

As part of the regular monitoring of the scheme, members will be asked to help in the review of the

extent and nature of CPD being undertaken, and make suggestions for changes. These reviews will also look at the best way of recording CPD which is convenient and acceptable to the membership.

What happens if I do not achieve the required number of hours?

It is a requirement of the Institution's Code of Professional Conduct that Members and Fellows complete their CPD. Such members who fail to comply with the Code of Conduct are liable to be transferred to a less senior class of membership with the possible consequential loss of the title 'Chartered Wastes Manager'. The amount of CPD undertaken will also be taken into consideration when a Member applies to transfer to the class of Fellow and in the event of a Disciplinary Hearing under the Institution's Code of Professional Conduct. A prospective employer is also more likely to look favourably on an applicant for a job who has complied with the CPD scheme than one who has not.

What does the Institution provide to help me achieve CPD?

Most of the technical articles published in the Journal of the Institution, the Scientific and Technical Review and the Institution's other publications will contribute towards your CPD. Attendance at the many meetings and events organised by the Institution at both regional and national level will also form part of your CPD. Many of these, particularly the regional meetings only make a small charge to cover the cost of refreshments.

Education Department
Chartered Institution of Wastes Management
9 Saxon Court
St. Peter's Gardens, Marefair
Northampton. NN1 1SX
United Kingdom

Tel: + 44 (0) 1604 620426
Fax: + 44 (0) 1604 621339
E-mail: education@ciwm.co.uk
Web: www.ciwm.co.uk