**Contents:**

**The 2017 CPD System – Log Book**

**(for use from January 2017 onwards)**

* **Personal Development Plan**
* **Activity Log for ……………** [year]
* **Summary of Times Spent on each of the main CPD Categories**
* **Reflection / Discussion**

**Refer to the GSL Website, CPD pages for links to the following documents**

* **CPD Log book** (this document) MS Word File
* **Guidelines for Completing a Compliant CPD Record** (including the Mind Map and a CPD Category rapid lookup table to assist in compiling the Activity Log) PDF file
* **CPD Mind Map** (standalone version) PDF file
* **A New CPD System for GSL – presentation to RGs** (with presenter’s notes) PDF file
* **The Geological Society’s CPD System – 2017 onwards** (background information) PDF file

**Personal Development Plan (PDP)**

| **CPD Year** *(example – Year 2: (2017))* | **5-year Career Aspiration Plan (CAP) period** *(example – 2016 – 2020* |
| --- | --- |
| ***My CPD objectives for the year ahead are:*** | |
| ***Extend this box if necessary*** | |

**Table 1 ~ Activity Log for** …………… [year]

**Example**

| **Date (dd/mmm)** | **Category\*** | **CPD Event – Brief Description** | **Time spent (hrs)** | **Evidence** |
| --- | --- | --- | --- | --- |
| *10 Jan* | ***IL*** | *GSL WSW Regional Group Meeting: Dr A N Other The influence of crinoid assemblages on the stability of excavations …* | *5* | *Annotated flyer* |
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***Add rows to the table as necessary***

**Table 2 ~ Summary of times accumulated in each of the main CPD categories**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Name:*** ………………………………………………. | | | | ***CPD Year:*** …………………………. | | | ***Minimum total***  ***hours required:***  ……………… | |
| ***CPD Category*** | ***On-the-Job***  **(OtJ)** | ***Formal Learning***  **(FL)** | ***Informal Learning***  **(IL)** | ***Professional Practice***  **(PP)** | ***Self-directed Study***  ***(SD)*** | ***Other***  **(O)** | ***Total time*** | ***Carry over*** |
| ***CPD hours*** |  |  |  |  |  |  |  |  |

**Table 3 ~ Minimum amounts of annual CPD for Chartered Fellows in various states of work**

| **Work Status of Fellow** | | **Min annual CPD, total hr** | **Min total CPD hours in On-the-Job learning** | **Min total hours on Career Development, excl On-the-Job** | **Max annual carry-over of excess hr** |
| --- | --- | --- | --- | --- | --- |
| 1 | Early career (pre-Chartership) Fellows | ≥ 90 | 30 | 30 | 20 |
| 2 | All Fellows in full time employment, or on sabbatical leave | ≥ 90 | 30 | 30 | 20 |
| 3 | All Fellows in part time employment (*eg*, work sharing) | ≥ 50 | 16 | 16 | 10h |
| 4 | All Fellows on extended leave (carers, parental leave, prolonged illness, etc) (but with special pre-arranged GSL dispensation, 50% of these hours may, exceptionally be allowed) | ≥ 40 | 0 | 20 | 8h |
| 5 | Retired Fellows offering occasional professional services, and who wish to retain their chartered status, and unemployed Fellows | ≥ 50 | 0 | 0 | 10h |
| 6 | Retired Fellows not offering professional services, and who do not wish to retain their chartered status | Optional | 0 | 0 | — |

NOTES:

Once the minimum total hours have been achieved, spread across On-the-Job learning, plus at least 2 other main categories, any additional time can be spread as desired

**Reflect**

| *Reflection, ie, a review and discussion of achievements against goals set at the start of the year.* |
| --- |
| ***Extend this box if necessary*** |

**Please keep this Log Book in a safe place, because it may be required as part of a CPD submission for audit**