

Using My CPD online

Recording your CPD on the RTPI website

Continuing Professional Development (CPD) is an ongoing process of learning through planning, practise, and reflection, through which individuals maintain and develop their expertise. All members of the RTPI (except retired and affiliate members) make a commitment to maintain and develop their expertise through CPD.

All members are required to keep a record of their CPD demonstrating a minimum of 50 hours of CPD in each two-year calendar period. It is expected that members will in reality undertake 25 hours of CPD per calendar year (January 1st – December 31st).

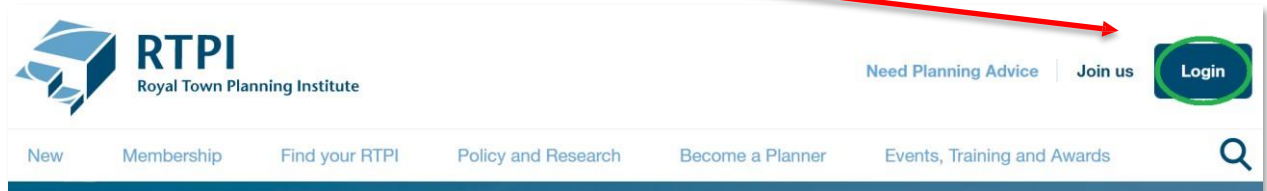
This advice note provides information and guidance to support members recording their CPD using ‘My CPD’ tool on the RTPI website. ‘My CPD’ means you can capture and log your CPD on the go and have a record of everything you’ve done. For more information about the CPD requirements for members see the [RTPI Practice Advice Note on CPD](#).

Contents

Recording your CPD on the RTPI website	1
Accessing My CPD.....	2
Recording a CPD activity.....	3
Types of CPD activity	4
Viewing your CPD record.....	5
Writing a Professional Development Plan.....	5
Submitting your records for monitoring	6
Completing your CPD Record offline.....	6
The RTPI Core CPD Logo	6

Accessing My CPD

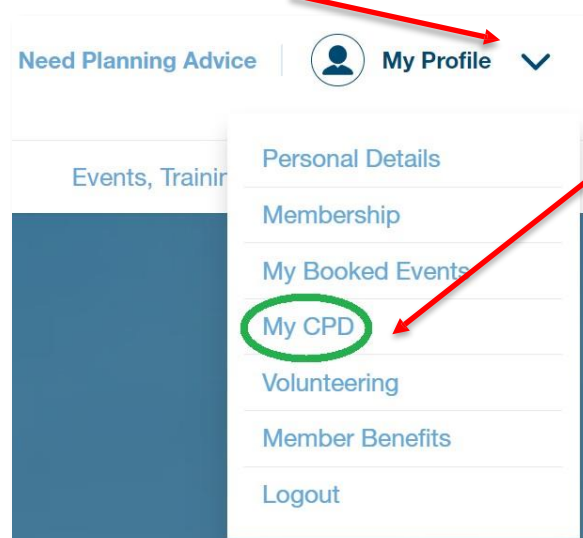
- Select **Login** on the main RTPI homepage.



- Enter your Membership number and Password details in then click **Sign in**

The screenshot shows the 'Sign in with your RTPI membership number' page. It features the RTPI logo at the top. Below the heading, there are two input fields: 'Membership number' and 'Password'. A link for 'Forgot your password?' is next to the password field. At the bottom, there is a 'Sign in' button.

- Once logged in, use the **My Profile** drop-down arrow to select **My CPD**



Recording a CPD activity

- You should create an entry for each CPD activity you undertake. There are several fields to complete on the CPD record.

The screenshot shows a web interface for logging CPD hours. At the top, there is a navigation bar with the text 'keep your information up-to-date here' and several menu items: 'Personal Details', 'Membership', 'My Booked Events', 'My CPD', 'Volunteering', and 'Member Content'. The 'My CPD' menu item is highlighted. Below the navigation bar, the main heading is 'Log CPD Hours'. The form contains the following fields:

- Date:** A text input field with a calendar icon.
- Time (hours):** A numeric input field with a spinner icon, currently showing '0'.
- Activity:** A text input field.
- Learnings (Brief reflection on what you learned):** A text input field with a character count of '750 characters left'.

Below the form is a blue button labeled 'Log my hours'. At the bottom of the page, there is a dark blue bar with the text 'Hours logged in 2020' and a downward-pointing arrow.

- **Date:** The date on which the CPD activity took place. E.g., 28 Feb 20XX
- **Time (hours):** The time taken to complete the CPD activity. E.g. 3 (hours)
- **Activity:** A description of the CPD activity undertaken (see [Types of CPD activity table](#) for examples). E.g., Attended a Planning Law Update.
- **Learnings:** A reflection on the CPD activity undertaken.

Think about:

- What you learned from undertaking the activity.
- Anything you will do differently as a result of undertaking the activity.
- What you can do to follow up your learning (teach or share skills and knowledge).

You can also use this section to assess whether you need to undertake further CPD activities on the topic.

For example:

“The event was useful, and I will practice the thinking with a pre-application discussion I am leading on a community development for museum.”

“It related to a case I am dealing with, and I intend to employ some of the same communication techniques within the written statement and hearing.”

Date:

10/02/2020

Hours:

4

Activity: Attended an event on heritage and localism

Learnings

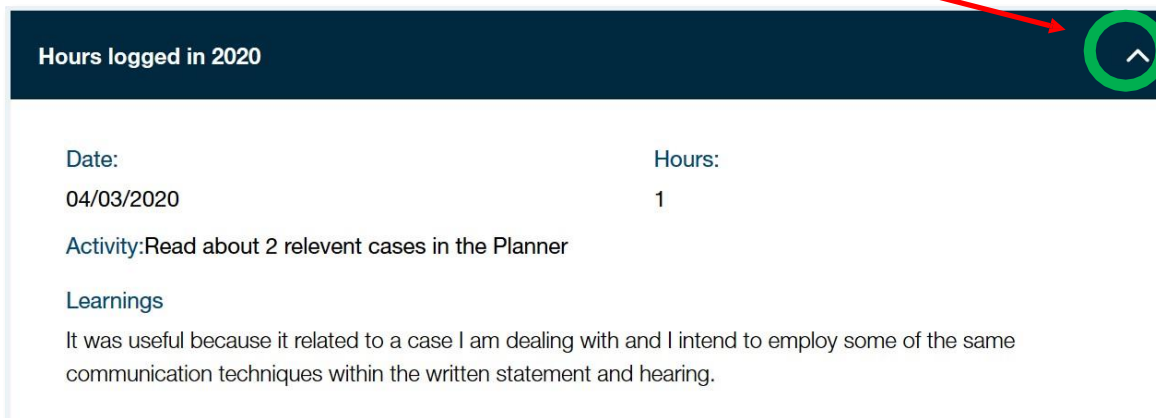
We considered examples of historic buildings being reused by the local community. The event was useful for considering neighbourhood planning and uses for historic buildings. I will practice the thinking with a pre-application discussion I am leading on a community development for museum.

Types of CPD activity

Structured CPD	Self-directed CPD	Other (Championing Planning)
Training course	Reading relevant news articles or research	Deliver a training session
Conference	Listening to relevant podcasts	Write or blog about planning
Briefing/workshop	RTPI policy and research publications	Mentor students or graduates
Seminar/lecture	Reading the Planner or Planning Theory and Practice.	Become an APC assessor
Webinar/Online learning		Get involved in your local RTPI group or network
Secondment or work shadowing		Volunteering e.g. for Planning Aid or an RTPI Committee
		Become an RTPI Ambassador for Schools

Viewing your CPD record

- All of the activities you record will appear at the bottom of page. This can be accessed via the **drop-down** button. You will have a record for each calendar year



The screenshot shows a dark blue header bar with the text "Hours logged in 2020" on the left and a circular dropdown arrow icon on the right. A red arrow points from the text in the first bullet point to this icon. Below the header is a table with two columns: "Date" and "Hours".

Date:	Hours:
04/03/2020	1

Activity: Read about 2 relevant cases in the Planner

Learnings

It was useful because it related to a case I am dealing with and I intend to employ some of the same communication techniques within the written statement and hearing.

Writing a Professional Development Plan

- RTPI Members are also required to have a Professional Development Plan. You can access and download the RTPI PDP template to complete your PDP in a separate working document.
- To access the template, click on the **Membership** page, followed by **CPD** and select [CPD templates](#).

Submitting your records for monitoring

- Each year a random sample of members are asked to submit their records for monitoring. If you are selected for monitoring, you will receive an email asking you to submit your records.
- Complete your CPD record online and email your PDPs, letting the RTPI team know that your CPD record is completed online.

Completing your CPD Record offline

- We are transitioning all members to using the online CPD recording system. However, you can keep your CPD record in the RTPI CPD template if you need to.

The RTPI Core CPD Logo

The RTPI Core CPD logo has been introduced to demonstrate that events, activities, or learning have been quality assured by the Institute. It appears where our training courses and events offer clear learning outcomes. It is a guarantee that the offering covers one or more of the Professional Skills or Planning Knowledge principles from the [RTPI Core CPD Framework](#).

