

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 period.

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

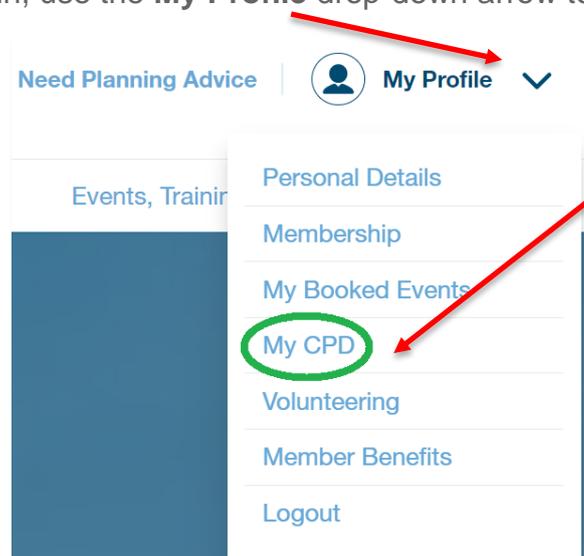
- Select **Login** on the main RTPI homepage.



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

The screenshot shows the sign-in form on the RTPI website. It features the RTPI logo at the top. Below the logo is the heading 'Sign in with your RTPI membership number'. There are two input fields: 'Membership number' and 'Password'. A link 'Forgot your password?' is next to the password field. At the bottom of the form 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.

keep your information up-to-date here

Personal Details Membership My Booked Events **My CPD** Volunteering Member Content

Log CPD Hours

Date Time (hours)

Activity

Learnings (Brief reflection on what you learned)
750 characters left

Hours logged in 2020 ▾

- Date:** The date on which the CPD activity took place. *Eg. 28 Feb 20XX*
- Time (hours):** The time taken to complete the CPD activity. *Eg. 3 (hours*)*
*Time value can only be added in full hours, so please round this up or down as appropriate.
- Activity:** A description of the CPD activity undertaken (see [Types of CPD activity table](#) for examples). *Eg. 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.

E.g. “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 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.”

Date:

10/02/2020

Hours:

4

Activity: Attended an event on heritage and localism

Learnings

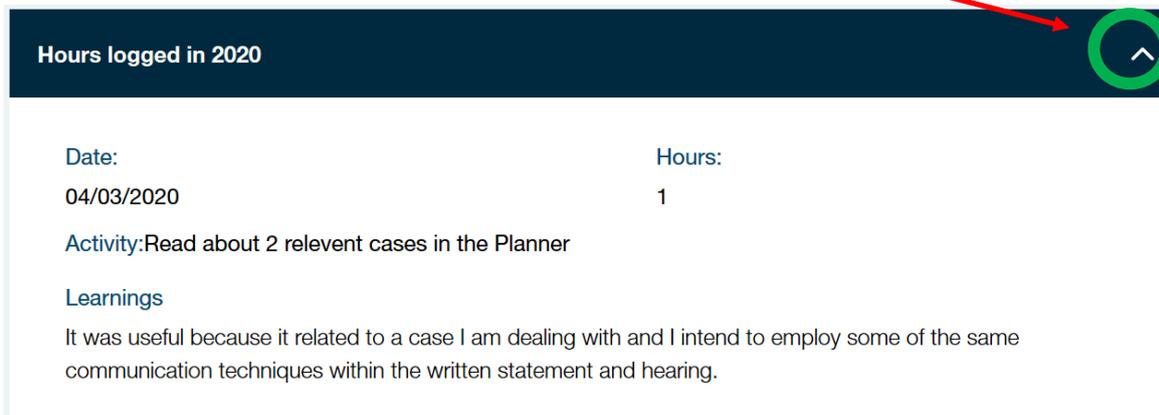
We considered examples of historic buildings being reused by the local community. The event was useful for considering neighbourhood planning and uses for historic buildings. I will practice the thinking with a pre-application discussion I am leading on a community development for museum.

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 |
| Online learning | | Get involved in your local RTPI group or network |
| Secondment or work shadowing | | Volunteer for Planning Aid |
| | | 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 with the text "Hours logged in 2020" on the left and a circular dropdown arrow icon on the right. Below the header, the record for 04/03/2020 is displayed, including the date, hours (1), activity description, and a learning point.

| Date: | Hours: |
|------------|--------|
| 04/03/2020 | 1 |

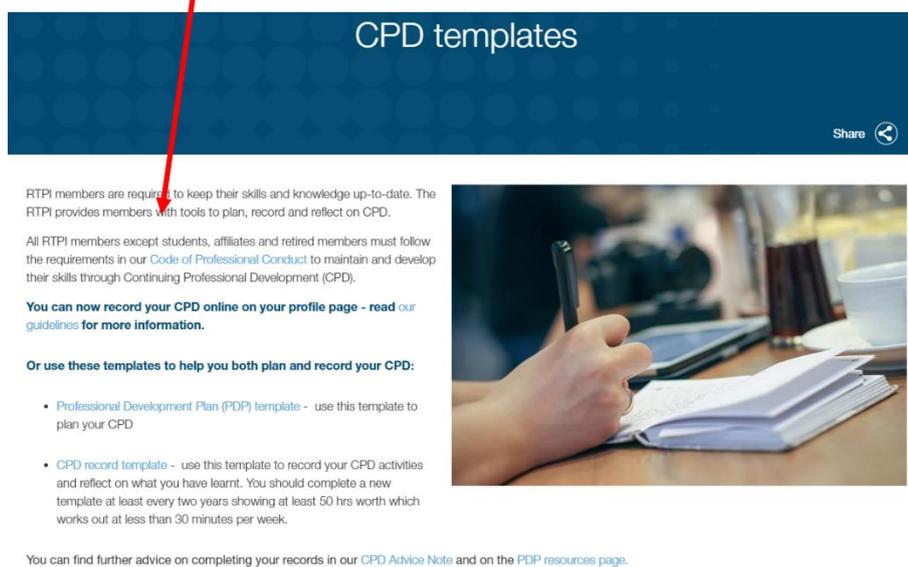
Activity: Read about 2 relevant cases in the Planner

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 templates click on the **Membership** page, followed by **CPD** and select [CPD templates](#).



The screenshot shows the "CPD templates" page with a dark blue header. The main content area contains text explaining the requirements for RTPI members and provides links to templates for planning and recording CPD. A red arrow points from the text above to the "CPD templates" link in the text.

CPD templates

RTPI members are required to keep their skills and knowledge up-to-date. The RTPI provides members with tools to plan, record and reflect on CPD.

All RTPI members except students, affiliates and retired members must follow the requirements in our Code of Professional Conduct to maintain and develop their skills through Continuing Professional Development (CPD).

You can now record your CPD online on your profile page - read our guidelines for more information.

Or use these templates to help you both plan and record your CPD:

- Professional Development Plan (PDP) template** - use this template to plan your CPD
- CPD record template** - use this template to record your CPD activities and reflect on what you have learnt. You should complete a new template at least every two years showing at least 50 hrs worth which works out at less than 30 minutes per week.

You can find further advice on completing your records in our [CPD Advice Note](#) and on the [PDP resources page](#).

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 a letter or email asking you to submit your records.
- If you have been completing your CPD record online you don't need to submit a separate CPD record. Just send in your PDPs and let the RTPI team know that your CPD record is online.

Completing your CPD Record offline

- You can still keep your CPD record in the RTPI CPD template.
- To access the templates click on the **Membership** page, followed by **CPD** and select [CPD templates](#)

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](#).

