

CONTINUING PROFESSIONAL DEVELOPMENT



Is your career headed in
the right direction?

Gain the competitive edge!

Everything you need to know about participating in
the 2009 ISRM continuing professional development
personal accreditation programme

SPONSOR:



Checklist for written submission

- Have you gained 100 or more units?
- Have you filled in and totalled the units column?
- Have you filled in your name and address?
- Have you demonstrated learning from each entry?

If so, submit this form to ISRM at the address below. **Incomplete forms will not be accepted.**

ISRM would like to thank the 2009 CPD scheme sponsors:

Arch Water Products

Wheldon Road, Castleford,
West Yorkshire WF10 2JT
Tel: 01977 714100

No matter what position a member of staff holds within their employment hierarchy, it is highly important to pursue the continual and above all professional development of their individual skills and knowledge.

Arch Water Products have recognised these necessities and actively encourage their HTH customers to avail themselves of the training, technical information and services available from within their UK team.

This ethos easily extends itself into the ISRM's CPD programme, with the Pool Plant Operators training, the SportExcel seminars and regional support that Arch provides, CPD is deemed to be the natural extension of provision of a professional service that promotes best practice.



The Institute of Sport and Recreation Management

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Introduction

We are living in a rapidly changing world. The concept of a job for life has disappeared; Changes in social, technical, economic and political arenas are happening continuously so we have to develop equally rapidly to ensure that, as an individual, we can compete. Opportunities to work in sport have developed dramatically, with the growth of sports development workers, coaches, sports co-ordinators and sports administrators meaning possibilities for career change and advancement within sport are far greater.

The examinations that qualified us are a great knowledge base, but we need to show that as individuals we are on top of current developments and initiatives.

Today we need to take responsibility for planning our own careers, developing our own skills, and enhancing our own employability in an increasingly competitive world. Participating in a continuing professional development (CPD) scheme will demonstrate to your current employer, and to prospective employers, your abilities and your commitment to ongoing professional and personal development. It will also ensure that you keep on top of your job and are ready for the challenges ahead.

What is CPD?

CPD stands for 'Continuing Professional Development' which involves the planning of professional career development. It is about planned self development which, according to The Chartered Management Institute embraces both personal and professional aims, and should impact on performance. It is a 'hallmark of professionalism' and one we, as a professional Institute, strongly endorse.

CPD is the systematic maintenance, improvement and broadening of knowledge and skills, relevant to the sport and recreation industry and the development of personal qualities necessary for the execution of professional, managerial, developmental, administrative, coaching and operational duties throughout a member's career.

It should be stressed that CPD is nothing new. It is something that every responsible professional, committed to self-improvement, has been doing for years and is a partnership between the professional, the employer and the professional body. The term professional refers to all members of the Institute of Sport and Recreation Management, regardless of employment type or status. The scheme simply facilitates the process by providing a structured framework and a means of recognition for those that take part.

Unlike many others, the ISRM CPD scheme allows both professional and personal development, structured to the needs of the individual. It does not impose a set system which pre-judges people's needs or which is inappropriate to some sports personnel.

The importance of CPD

The importance of CPD cannot and must not be underestimated. The Council for Excellence in Management and Leadership believes that professional bodies have a crucial role to play in providing the skills and qualifications needed in the workplace. They say that *"the professions should provide an irreducible core of management and leadership skills in both pre and post qualification training"*, indeed *"society has the right to expect that every professional will:*

- *be technically proficient, with the knowledge, understanding and competence covered by their profession (would you expect less from your dentist or solicitor or army officer?)*
- *demonstrate integrity and high standards of ethical behaviour*
- *apply their professional skills in ways which are relevant to the changing contexts in which they work."*

This is the bedrock upon which the ISRM and all other professions must build. Every profession is subject to the pressures of social, technological, economic and political change. In the face of change the expectations of professionals rise. We must build the capacity to respond appropriately to show that we are worthy of the positions of trust we hold – hence the ISRM CPD training programmes.

CPD recognition

CPD will be formally recognised by the following:

- Award of an exclusive ISRM certificate.
- Award of CPD status on any membership card issued.
- Letter of commendation sent to employer (where desired).
- Listing of CPD status in a public area on ISRM's website

Benefits of CPD

For individual members

For all ISRM members obtaining CPD accreditation:

- CPD provides a structured framework for you to identify gaps in your knowledge and make informed decisions about your future. This is known as a personal development plan or PDP.
- CPD encourages a higher standard of personal and professional performance and improves your job prospects by improving your competence.
- CPD allows you to gain a competitive edge.
- CPD allows you to anticipate and respond to change.
- CPD shows a commitment to lifelong learning and career development, and the recognition to continue learning after the completion of initial education.
- CPD illustrates that ISRM members are leading active individuals, who set professional examples for others to follow and contribute to the development of our industry.
- CPD accredited members now qualify for further reductions when booking ISRM CPD events (see booking forms for details).

For the employer

- By employing an ISRM CPD registered member, an employer will know that they will be recruiting professionals committed to ongoing personal development.
- CPD can raise the levels of expertise and performance of your staff, contributing to your organisation's long term success.
- CPD can help evaluate both existing and new staff and can assist in the preparation for awards such as Investors in People, Quest, Quality Assurance, National Pool Safety Award.
- CPD can help in the implementation of quality service standards by identifying key staff who are willing to learn and adapt to the ever changing nature of the industry.
- Letter of commendation for the individual, illustrating learning that could assist towards recruitment and selection procedures and training programmes.
- Opportunity to inform customers that staff are CPD accredited thus committed to customer service improvements.
- Opportunity to reduce costs for individuals attending ISRM CPD seminars.

How will ISRM support CPD?

The ISRM through its activities provides many opportunities and support material for the acquisition of formal and informal CPD and it is recommended that much of your CPD as a sport and recreation professional would be gained in this way. SportExcel CPD seminars are particularly aimed at helping you achieve CPD accreditation with minimum effort, time input and expense. Other ISRM support mechanisms include:

- ISRM conference and exhibition
- Regional CPD events
- 'Recreation' ISRM's journal
- Information notes
- Publications and training videos
- Advisory service
- Mentoring
- E news
- Extensive archive of policy and research material on the institute's website

How do I gain CPD accreditation?

Sport is by its very nature competitive; the fastest; the best; the one with the most points wins. We have therefore introduced an accreditation system which reflects this, although it is not just about winning but achieving a desired standard. CPD can take many forms, ranging from attending ISRM or similar formal seminars or courses, to taking part in meetings or projects. However, it is really about what you gain both professionally and personally from the activity. This is how your development will be measured. So 'get out on the track' or 'into the pool' and demonstrate how you have accumulated the units and what you have learned!

From 2009 for those of you who have already achieved CPD accreditation, only 10% of submissions will be assessed on an annual basis. This is in line with other professional bodies. All new and referred applications for CPD will be assessed automatically.

Frequently asked questions

1. How do I register on the scheme?

The CPD scheme is open to all ISRM members. There is no need to register additionally as the cost is included in your membership fee. Simply use the submission of evidence form on the back of this leaflet (or available on www.isrm.co.uk) to record your progress. The CPD year will run from 1 January to 31 December each year when submissions will be assessed by ISRM.

2. How do I make a start?

You should start by devising your own personal development plan (PDP), reflecting what you want to achieve in the short, medium and long term, identifying the need for new or greater skills, knowledge or competence. It requires planned self-development which embraces both personal and professional aims, and this plan should aim to accumulate a minimum of 100 units per annum (although you should aim for more). In order to do this you will need to answer the following questions:

- where am I now?
- where am I going/where should I be/where do I want to be?
- how will I get there?

This section is for your personal use and does not need to be submitted. The evidence submitted at the end should, however, indicate how successful you've been in achieving those aims.

3. How do I achieve 100 units?

All CPD candidates are encouraged to gain units in a variety of ways across the areas of:

- technical skills
- management skills
- sports development and sport and recreation industry awareness.

It is recognised that individuals will want to obtain their units in the areas most relevant to their current position. However, a well rounded sports professional should be aware of initiatives and developments across a range of cross-cutting issues, in order to maximise their own industry awareness.

You need to plan to achieve at least 100 units per year to have carried out sufficient professional development to achieve and maintain ISRM recognised CPD accreditation, but remember that CPD is for your own benefit and obtaining even a few units is still worthwhile. Units

awarded per area will depend on the strength of the evidence submitted and the learning outcomes.

To simplify the process we have outlined a list of examples of activities (see table overleaf) that count towards CPD accreditation and have allocated units to these activities.

4. How do I claim my ISRM CPD accreditation

You can either make a written submission in December 2009 or manage your CPD activities online:

- a) Online submission – go to the secure members area at www.isrm.co.uk and follow the CPD scheme link for more information. You will be able to submit to, view and edit your CPD record until the scheme closes. Verification is no longer required as this was felt to be an obstacle to entry. A truthful and honest submission is therefore required in line with the ISRM members code of ethics.
- b) Written submission – your completed submission of evidence form should be signed by an appropriate witness and submitted to ISRM HQ by 31 December 2009, where it will be analysed by nominated officers for approval, to determine if sufficient units have been obtained. You will be notified in due course and successful members will receive an ISRM CPD certificate and other benefits as listed earlier.

Please note that written submissions **must be complete and made on the official application form** (enclosed, with additional copies available for download from the secure members area of www.isrm.co.uk). Incomplete submissions or submissions made not using the official application form will not be accepted.

5. Where can I obtain further information and advice?

Contact Trish Robinson, 01509 226476.

Don't get left behind – start obtaining ISRM CPD scheme units now and "Gain the Competitive Edge"!

What you need to do next

1. Compile your own PDP at the beginning of the year, based on a SWOT analysis, and taking into account your needs and aims, as far as possible covering each of the 7 reference areas, aiming to achieve at least 100 units.
2. New applicants may find it useful to compile a full portfolio of learning evidence and qualifications, but there is no need to submit this to ISRM.
3. Compile your evidence throughout the year, perhaps in your diary or by filling in the submission form and calculating the units as you progress. Fill in the units gained in the appropriate column and total up before you return the form to ISRM.
4. It is essential that you show how the information you have gained will benefit you in the workplace, particularly trying to show new knowledge that you have acquired and how this will enhance your future performance.
5. Try to gain evidence in all of the reference areas.
6. Choose your submission method – either online at www.isrm.co.uk or by written form. If the latter, complete the form neatly and professionally as presentation of forms will be taken into account.
7. Consider any advice given to you by the assessor against your 2008 submission.
8. Submit your form to ISRM by 31 December 2009.

Some important notes on completing your submission

The submission system has been designed to be as simple as is possible, however your submission undergoes a rigorous evaluation before CPD accreditation is awarded each year. Because of this, please note the following advice on making a successful submission.

Evidence form

Your name: Jane Smith

Address: 12 London Road, Anytown, Anycounty, AB12 1ZZ

Email: janesmith@email.com

Tel: 01234 567890

| Type of CPD (Ref letter A-G from list) | Date | Evidence | Please include a short explanation of how your evidence is being used in your work situation | Points |
|---|--------|---|---|--------|
| A | 12 Jan | Attended ISRM SportExcel seminar: "Best practice in swimming pool management and operation" | Drafted new guidance for my authority's swimming pools on monitoring bacteriological standards in the light of what I learned at the seminar. Reviewed the procedures in place for recording this information at pools across my authority. | 25 |

See the key on p.7

Clear statement of the nature of the activity you are detailing

Completing this column correctly is the MOST important part of the process. If you leave this blank the evidence WILL NOT count towards your CPD accreditation.

25 points claimed. Remember 100 points is the MINIMUM – keep recording, keep learning, keep developing!

| Ref | Type of CPD | Examples |
|----------|---|---|
| A | Academic Qualifications (CPD points as described opposite can be claimed during each year of study as per the guided learning hours) | <ul style="list-style-type: none"> PhD; Masters Degree; Honours Degree; First Degree; HND; HNC Any other formally recognised academic qualification Max 100 points based on 200 guided learning hours (Teaching time) per year. |
| B | Professional Qualifications leading to membership of a professional body (CPD points as described opposite can be claimed during each year of study as per the guided learning hours) | <ul style="list-style-type: none"> ISRM/C&G HPD/NPPO/FMC/SMC; CIPD; CIM; CLIP; CMI; IOSH Any qualification accredited by a professional body enabling the successful candidate to apply for membership or work toward membership. Max 100 points based on 200 guided learning hours (Teaching time) per year. |
| C | Workshops, Seminars & Conferences | <ul style="list-style-type: none"> Sport Excel; Regional CPD RoPPP update; NPLQ TA update ISRM Conference; LGA Conference Any other similar event Max 50 points for 2 day event, 25 for 1 day event |
| D | Other courses | <ul style="list-style-type: none"> Coaching courses; ISRM Ops Cert; In House Training IT Training; Licensing Course; NPLQ TA Any other relevant course Max 50 points for 2 day event, 25 for 1 day event |
| E | Work related activities or responsibilities (CPD points as described opposite can be claimed once per activity, so for a series of 4 steering group meetings this would be 10 points only) | <ul style="list-style-type: none"> Member of the ISRM Regional Exec/Trustee/NSF Advisory or consultancy work Steering Group work Delivering presentations Undertaking a quality award such as quest/NPSA Project working Any other similar activity where learning can be demonstrated. Promotion or positive appraisal Max 10 points per activity |
| F | Non work related activities or responsibilities. (CPD points as described opposite can be claimed once per activity, so for a series of 4 volunteer sessions this would be 10 points only) | <ul style="list-style-type: none"> Voluntary work Writing an article Attendance at an event resulting in learning Learning a language (Goal set in PDP) Learning a new skill (Goal set in PDP) Formal recognition of achievement Achievement of personal target (Goal set in PDP) Any other similar activity where learning can be demonstrated Max 10 points per activity |
| G | Research or reading (CPD points as described opposite can be claimed once per activity, so for a series of 4 courses this would be 10 points only unless all the courses were different) | <ul style="list-style-type: none"> Research & preparation required to deliver a course; Research to deliver presentation/speech Reading articles from magazines, internet etc. . . Use of TV/radio or video to acquire learning Learning from downloaded PowerPoint presentations, E News. Any other similar activity where learning can be demonstrated. Max 10 points per activity NB (Activities recorded here should not be repeated in section F) |
| H | Other (It is suggested that no more than 10 CPD points should be claimable for each course or activity delivered, although more points may be claimed if this can be justified by the claimant) | <p>CPD is a combination of approaches, ideas and techniques that will help you manage your own learning and growth. The focus of CPD is firmly on results – the benefits that professional development can bring you in the real world. Perhaps the most important message is that one size doesn't fit all. Wherever you are in your career now, and whatever you want to achieve, your CPD should be exactly that: yours. Put anything in this section which doesn't neatly fit into other sections.</p> <p>For example if you are an ISRM trainer each group you deliver to, will be diverse in it's makeup, you as the trainer may learn something from every individual on your course. By demonstrating what you've learned and how you will use it in future, clearly demonstrates that you are developing your knowledge, and is therefore eligible for CPD points.</p> Max 25 points per activity |

