

# Continuous Professional Development



## Working with local councils

A National Training Strategy Booklet



# YOUR LIST OF POSSIBLE CPD ACTIVITIES

**TRAINING & DEVELOPMENT EVENTS AND QUALIFICATIONS (Mandatory, to include at least one of these activities – several may count towards your CPD. Training & development events need to be registered with the Monitoring & Verification Board and may be based on technical or personal skills)**

ACTIVITY	CPD POINTS	
<b>Attend training and development event (including CiLCA course)</b>	Attend major conference, training event (3 days or more)	6
	Attend conference, training event (2 days)	5
	Attend conference, training event (full day, over 3½ hours' coursework)	Per event 3
	Attend conference, training event (half day, at least 2 hours' coursework)	Per event 2
	Attend presentation relevant to local council sector	Per event 1 – max 3 events
<b>Deliver/present or organise/facilitate training event</b>	Deliver training course(s) (full day)	First event 5, second 3
	Deliver training course(s) (half day)	First event 4, second 2
	Present to a conference, training event (minimum half an hour)	First event 3, second 2
	Organise/facilitate conference/training event (full day)	First event 3, second 2
	Organise/facilitate conference/training event (half day)	First event 2, second 1
<b>Gain qualifications</b>	Local Policy, modules at level 1 (CertHE)	Per module = 12
	Local Policy, modules at Levels 2 or 3 (DipHE or Degree)	Per module = 15
	CiLCA pass	8
	WWYC, module passed	Per module = 2
	Other relevant qualifications, with credit or CATS points	Each credit or CATS Point = 1
	Other relevant qualifications, with value based on hours	Every 10 hours = 1

**WORK-RELATED ACTIVITIES (Mandatory, to include at least one activity; see examples below. You may claim CPD points up to 50% of your overall development record.)** These activities should be new to you or a challenge in some way. You self-award points on the basis of time spent and extent of challenge.

<b>Networking</b>	Establish/refresh your partnership with a principal authority	1, 2, 3 or 4 CPD points per activity, to an overall maximum of 50% of your annual development record - you select, depending upon time taken and degree of difficulty for each activity
	Join the committee of an external organisation	
<b>Performance management</b>	Benchmark performance issues, informally, with a number of colleagues	
	Gain/retain Quality Parish Status for your council	
<b>Personal achievement</b>	Gain relevant work experience/secondment elsewhere	
	Complete voluntary/charity work related to your role which is new to you	
	Perform a public duty new to you	
<b>Project management/ Service delivery</b>	Manage a project which is large for your size of council	
	Play a significant role in the preparation/overhaul of your parish plan	
	Complete a funding application for a new activity or with a new funder	
	Introduce a new service into your community	
	Instigate local discussions about possible clustering arrangements	
	Prepare a series of regular newsletters	
	Pursue a major legal case of significance to your council	
Accept a significant new work responsibility		
<b>Supporting others</b>	Introduce a comprehensive training plan for councillors and/or colleagues	
	Shadow a peer or partner	
	Develop a detailed policy guideline to share with colleagues	
<b>Other</b>	(Please specify)	

## READING (only one activity counts towards CPD, if included)

<b>Reading</b>	Read a technical/personal skills book	4
	Read a government or principal authority consultation document/briefing paper and compile a 'briefing note' for colleagues	3
	Read a technical handbook, booklet, consultation document or briefing paper	2
	Read sector journal regularly (all issues)	2
	Private study – could be online research, acquiring new personal skills	1

## SUPPORTING OTHERS (several activities may count towards CPD)

<b>Membership</b>	Serve as a member of a national/regional committee, e.g. NALC committee, SLCC NEC	5
	Serve as a member of a CTP, CALC committee, SLCC branch committee	4
<b>Mentoring</b>	Offer day-to-day quality advice, guidance or assessment, regionally or nationally	6
	Mentor to SLCC WWYC students	3
	Support newly appointed clerks as a SLCC County Support Officer	3
	Be a regular participant and 'guide' to email forum	2
	Coach/observe a peer regularly	2
<b>Networking</b>	Participate in branch meetings (at least 50%)	2
	Be an egroup member to gain/check data (only claim for one egroup membership!)	1
<b>Writing</b>	Write or co-author a technical book	12
	Write or co-author a technical booklet, handbook	8
	Conduct research, sharing new knowledge with colleagues, on a work-related theme	6
	Publish technical article in professional journal	4

## COMPLETION OF DEVELOPMENT PLANS & RECORDS

You will be given a user name and password so that you can complete and update your development plan as well as keep your development records online. The plan helps you to prepare for the year ahead. New activities can be added during the development year, and old activities removed, to make sure that your plan remains valid. In other words, your plan will be a rolling list of intended activities – some will be completed but others might not... When you record the completion of an activity on your plan it automatically shows up on your record where you can also comment on your learning and note any further action required. There are guidance notes to assist.

### There are four types of activity:

- :: Training & development events and qualifications (mandatory)
- :: Work-related activities (mandatory)
- :: Reading
- :: Supporting others

Training and qualifications usually help you to work away from your desk. Work-related activities can provide up to 50% of your annual record – these activities should be new or, in some way, represent a significant challenge. You allocate points to these activities yourself, taking into account the time taken and extent of challenge. Only one reading activity counts towards your annual total. Several activities that support others may count – this emphasises the value of helping colleagues.

If you cannot complete your plan and record online, you can send a hand-written copy to the SLCC at: 8 The Crescent, Taunton, Somerset TA1 4EA, and we will enter your data. The online records will then enable us to compile a 'national training needs analysis', with a list of the most popular books, training events and ways in which colleagues support others.

## DIRECTORY OF TRAINING

NALC and the SLCC are putting together a national list of training providers which can be searched by region/county, category/course title or name of provider.

Whilst we are not directly validating the quality of these courses, they will have been registered with the Monitoring & Verification Board (M&VB) who supervise CiLCA. All training providers will need to register before their courses can be listed in the directory so that you can claim CPD points for them.

## KEEP A PORTFOLIO OF YOUR ACHIEVEMENTS

These could include:

- :: Qualifications
- :: 'Certificates of Attendance' from courses
- :: Projects at work
- :: Secondment reports
- :: Presentations
- :: Diaries or logs of activity, extracts from minutes
- :: Letters of thanks, testimonials or references
- :: Appraisal reports

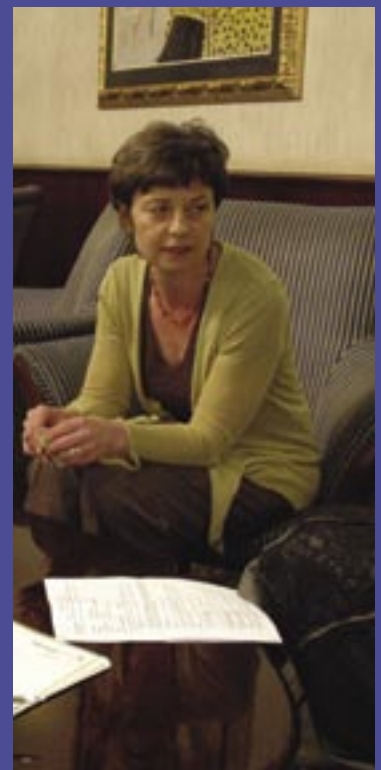


## CELEBRATE WHEN YOU'RE SUCCESSFUL

- :: Acknowledge those who have helped you 'en route'
- :: Encourage others and spread the word
- :: Enjoy the moment!

## YOUR FREQUENTLY ASKED QUESTIONS

- :: **Why should I do CPD?** As a professional, you have a responsibility to keep up to date. We recommend that CPD becomes a regular part of the dialogue with your employer – a continuous process applied throughout your working life.
- :: **What do I need to do?** Set reasonable targets for the year ahead with your employer's support. CPD works most effectively when integrated with your work.
- :: **What if I already know how to do my job?** There is always a need to improve your skills in using technology or keep up to date, for example with new legislation like employment law, health & safety.
- :: **What if my employer doesn't appreciate my efforts?** Start with 'small wins' – your informed input could contribute towards better decision making. If your CPD activities reflect the needs of your employer, you should be able to gain their support.
- :: **Isn't it really for youngsters chasing promotion?** Maybe – but it's also a way for more experienced clerks to explore new ideas and keep refreshed.
- :: **What if it's not relevant to me?** CPD is personal to you and focuses on your needs. You are in control!
- :: **Do I really need to do it – I'm only a part-timer?** The same benefits of professional development apply whether you are full-time or part-time.
- :: **Does learning outside work count?** Absolutely – if it's relevant to your job, it all counts as CPD!
- :: **How long will CPD take?** This depends on you! A typical development plan might take 4 days a year, or 30 minutes a week! You are probably spending this time on development already but it isn't being formally recognised at present.
- :: **What if I don't have the time?** It shouldn't take extra time to achieve the minimum requirement – it's simply a question of keeping an appropriate record.



## WHAT IS CPD?

CPD is a personal conscious commitment on the part of an employee to maintain professional knowledge, skills and standards. CPD helps to develop an employee's competence and capability throughout their working life and enhances the work of their organisation and its service to the community.

The formal recording process confirms year by year how you wish to develop throughout your career (development plan) and what you have learned (development record). These documents help you know where you are today... and where you want to be in the future!



## THE BENEFITS FOR YOU

### CPD will ...

- :: enhance performance in your current role, focusing on priorities
- :: widen your skills and experience
- :: help you to confront challenges and gain greater job satisfaction
- :: encourage you to plan ahead for your own development
- :: help you to justify a higher salary and improved terms & conditions
- :: give you the confidence to seek new opportunities
- :: confirm your identity as a professional and contribute to a CV
- :: enable you to maintain membership of the Institute of Local Council Management (ILCM)
- :: above all else, be an enjoyable and stimulating experience



## THE BENEFITS FOR YOUR EMPLOYER

### CPD will ...

- :: keep staff up to date
- :: provide staff with the knowledge, skills and ideas your organisation needs
- :: create a contented and stimulated work force
- :: develop, identify and nurture existing talent
- :: help staff become more effective and feel involved
- :: aid selection of staff, with evidence of a commitment to development
- :: overall, raise standards to the benefit of the community!



## EXAMPLE PROFILES

### Minimum mix of activities for a valid CPD record

Attend local CTP training event (half day)	2
Attend 2 sector presentations at District Council	2
Complete funding application for new activity	3
Read SLCC journal 'The Clerk' (all issues)	2
Participate in SLCC branch meetings (at least 50%)	2
Be a member of SLCC National Forum egroup	1

**TOTAL CPD POINTS 12**

### Building a more active CPD record

Attend NALC national conference (3 days)	6
Attend SLCC regional conference (full day)	3
Manage a major project (village hall refurbishment)	4
Serve as member of SLCC branch committee	4
Mentor to SLCC WWYC students	3
Publish technical article in NALC 'Local Council Review' (LCR)	4

**TOTAL CPD POINTS 24**

## CPD & THE INSTITUTE OF LOCAL COUNCIL MANAGEMENT (ILCM)

For anyone wishing to join the ILCM at any level CPD is a must because, at the renewal of membership, you will need to submit a development record with the following minimum points:

**Student/Associate/Member – 12 CPD points**

**Principal – 18 CPD points    Fellow 24 – CPD points**



## MOREINFO

For on-line information about CPD and to answer some of your further questions, please visit either of the following websites

[www.slcc.co.uk](http://www.slcc.co.uk) with a click on 'Conferences and Training' or  
[www.nalc.gov.uk/cpd](http://www.nalc.gov.uk/cpd)



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