CPD

Continuing Professional Development (CPD) is a part of the life-long learning process.

The importance of CPD is about monitoring your professional standards. It is a requirement of your professional body and it should fit into your organisation’s system of personal development review and planning. Your organisation can accredit for the purpose of CPD with your professional body, saving you duplication of record keeping by using your organisation’ documentation and systems.

**Definition of CPD**CPD is systematic, ongoing, self-directed learning. It is an approach or process which should be a normal part of how you plan and manage your whole working life. CPD is continuous because learning never ceases, regardless of age or seniority. It is professional because it is focused on personal competence in a professional role. It is concerned with development because its goal is to improve personal performance and enhance career progression.

The key features of CPD are:

* The planned and systematic updating of professional knowledge and improvement of personal competence throughout your working life.
* The ownership of the process by the individual
* An emphasis on learning from a wide range of activities
* The integration of learning and work - the concept of work as a learning experience
* An emphasis on outcomes, looking to answer the questions "what did you learn?" and "how do you plan to apply this learning in your role?", rather than simply recording the learning event that you experienced.

CPD also provides a wide range of personal benefits, including:

* Improving performance in your current job.
* Enhancing your career prospects.
* Increasing your learning capacity.
* Greater personal confidence when facing change.
* Managerial and organisational benefits.