



EC SO6006: Skills for Life: Employability and Future Pathways

Theme 1: Personal Development & Identifying Individual Needs

Part 1: Continuous Professional Development

What is Continuing Professional Development?

- *What you understand by the phrase?*
- *Feedback to your Tutor.*

Continuing Professional Development (CPD)

- The Chartered Institute of Personnel and Development (CIPD) has a CPD policy that should be adhered to by Human Resources professionals in the UK

Research Activity:

Who are the Chartered Institute of Personnel and Development?



Feedback to your Tutor.

Continuing Professional Development

- The CIPD have defined CPD as follows;
- ‘Continuing Professional Development (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’.

Continuing Professional Development

- But what does CPD actually entail?

Take a few moments to reflect on /research this.



Feedback to your Tutor.

Continuing Professional Development (CPD)

Membership of a Professional Body

- But, “What’s in it for me?” you might ask.
- ‘Professional institutions are much more than a source of 'letters after your name'. They can help you in your career both before and after you graduate’.
- ‘Professional institutions are the societies and associations that promote and further a career and the people who practice in it. In the UK there are over 80 'chartered' professional institutions covering areas of work including finance, engineering, construction, health, law, journalism, personnel and management’.

Continuing Professional Development (CPD)

Membership of a Professional Body

- But, “Who are TargetJobs?” you might ask.
- ‘Target are one of the 2 mainstays of the UK H.E. Careers scene, co-written by members of [AGCAS](#) - my professional body’.

(Mark Thomas, UWTSD Careers Adviser)

Careers Advice



TargetJobs (No Date)

Continuing Professional Development (CPD)

Membership of a Professional Body

- In your future work you may be able to join a professional body such as a Chartered Institute (e.g. the CIPD on previous slides)
- But what is a Chartered Institute?

Does anyone know what a Chartered Institute is?



Royal Charters



Privy Council (No Date)

Continuing Professional Development (CPD)

Membership of a Professional Body

- However, something to be aware of;
- 'Target seems to focus more on STEM, Business & Finance, Sciences, UK blue chip companies, top 300 etc.'
- Therefore, 'I would however tend to go for the other of the two, www.prospects.ac.uk' which 'is an all-rounder with something for all'.

(Mark Thomas, UWTSO Careers Adviser)

Professional qualifications



Prospects (2024)

Continuing Professional Development

- It is something that good employers should provide as part of a planned CPD or Training programme
- Training should be provided in order to allow staff to perform their duties and functions to the best of their abilities
- It also ensures that staff are aware of legal and policy requirements
- As we have seen in our explorations of Multi-Agency working, inter-disciplinary training can have positive effects
- However, whether you are with a good employer or not, CPD is also some-one else's responsibility.
- *Who might that be?*

Personal Development Planning

- Personal Development Planning (PDP) consists of three elements;
- Improving learning
- Improving Performance
- Forward Planning to achieve goals (whether academic, personal or professional)
- It is related to the concept of Continuing Professional Development (CPD)

Personal Development Planning

- Cottrell states that the benefits of Personal Development Planning are as follows;
- “When undertaken in supported and structured ways, PDP gives you a much deeper understanding of your performance”.
- “You develop abilities in evaluating [your performance] for yourself”.
- “Instead of being locked into a routine learning cycle, you enter an upwards learning spiral”.
- “PDP puts you in charge”.

(Cottrell, 2010, p.3)



Continuing Professional Development (CPD)

Membership of a Professional Body

- Also, the UK Government recognise the value of Professional bodies
- Her Majesties Revenue and Customs (HMRC) produce a list of 'approved professional organisations and learned societies' for which you can claim tax relief on your fees

Approved professional organisations and learned societies



HMRC (2025)

Continuing Professional Development (CPD)

Membership of a Professional Body

- Do you know which Professional Bodies are related to the work you are doing or are interested in doing?

Research Activity:

Using the sources we have looked at already can you find which Professional Bodies might be relevant for you?



Feedback to your Tutor.

If we don't know the answer how could we find out?

References

AGCAS (No Date) *The Association of Graduate Careers Advisory Services* Available at: [AGCAS - The Association of Graduate Careers Advisory Services](#) [Accessed 24/01/2025]

CIPD (No Date) *About CPD* Available at: [What is Continuing Professional Development \(CPD\) | CIPD | CIPD](#) [Accessed 17/01/2025]

Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook (4th Ed.)* Basingstoke: Palgrave Macmillan Available at: [ProQuest Ebook Central - Book Details](#) [Accessed 24/01/2025]

HMRC (2021) *Approved professional organisations and learned societies* Available at: [List of approved professional organisations and learned societies \(List 3\) - GOV.UK](#) [Accessed 17/01/2025]

Prospects (2024) *Professional Qualifications* Available at: [Professional qualifications | Prospects.ac.uk](#) [Accessed 17/01/2025]

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