



# CPD Framework

This framework provides some answers to the following questions:

- How much CPD should I do?
- What counts as valid CPD?

## Quantity of CPD required

A CPD year runs alongside a calendar year, so 2014, 2015 and 2016 are separate years in the CPD sense as well as in the calendar sense.

Fellows must do an average of 30 points of CPD per year calculated over a 3-year period, with at least 10 points per year. We recommend the same amount of CPD for all grades of membership.

If you are counting a substantial piece of learning that spans two or more years – for example, studying for a post-graduate qualification – apportion the points according to the proportion of time spent in each year.

## Points for activities

The table below is a guide only. Any activity from which you can demonstrate learning is valid.

In general, 1 point = 1 hour of an activity... but some attract a higher point ratio (presenting at a conference, mentoring or teaching others, writing an article or blog posts) as they require deeper engagement with the information. You decide (with the help of the table) how many points your activity is worth and then justify that amount in an accompanying written reflection.

To be valid, all CPD must be accompanied by a short piece of writing. See the ISTC website for examples.

- Where evidence exists of the activity that led to the learning (for example, a certificate of attendance at a conference), this piece of writing only needs to highlight key learning points.
- Where it is the only evidence, the writing must be more reflective, providing a detailed account of the activity, the learning and – ideally – its implementation.

If the reflection is simply a short statement of attendance, the time for writing this is not counted; if it is a true reflective account of the learning, the time to produce it does count.

Activity	Points
Attendance at TCUK or other technical communication related conference (UA Europe, Congility, IDA, TypoCircle and so on) – residential <sup>1</sup> , whole conference, per day of attendance.	10
Attendance at a single day of TCUK or other technical communication conference (pro rata for part days) – this rate to be used for non-residential attendance. <sup>1</sup>	8
Attendance at a conference that relates to the aspect of technical communication you do... for example, attending an e-Learning conference if you create online training materials (per hour of relevant information).	1
Attendance at a conference that relates to your area of expertise, if you can identify elements you have learnt that you can incorporate into your role as a technical communicator. For example, you may work in Financial Services and have identified an element that is causing confusion among your audience (per hour of the relevant information). For example, you write help topics for accountants but don't fully understand VAT and struggle to explain it. Attending a seminar on VAT is valid – as long as you can show how this has affected your role as a technical communicator.	1
Attendance at a local area group with <i>relevant</i> content (assuming approximately 2 hours, including informal discussions – adjust points claimed accordingly).	2
Attending a whole day tool-based course (e.g. "Using Captivate").	8
Being mentored by a more senior technical communicator (per hour).	1
Formal post-graduate education (equivalent to full time study) where this is related to technical communication or your role within technical communication.	70 <sup>2</sup>
Mentoring a junior ISTC member or workplace colleague (per hour).	2
Moderating CPD records of another ISTC member (including discussion).	4
Presenting a particular session at a conference or seminar for the FIRST time. <sup>3</sup>	8
Reading a relevant article <sup>4</sup> in <i>Communicator</i> (or similar journal) and considering how it applies to your situation.	1
Self-directed study – reading blog posts, articles in press, general following up on an area of interest and relevance (per hour).	1
Self-directed study – webinars, seminars and other ad hoc events (per hour).	1
Volunteering – either using your technical communication skills in a voluntary capacity (in any situation) <sup>5</sup> or volunteering to help in furthering the professions of technical communication. For example, volunteering for tasks within the ISTC, at a local playgroup or for a local charity (per hour).	1
Work-place investigation and research into a new technique or tool (per hour).	1
Writing blog posts on technical communication – per hour of writing.	2

<sup>1</sup> A lot of learning takes place during informal conversations and at fringe (evening) events. If non-resident but only leaving to sleep (are attending fringe events/discussions) then claim 'residential'. Claim the same for single-day conferences if they incorporate pre- or post-conference elements.

<sup>2</sup> Although on the '1 point per hour' basis this may be much larger, you can only count a maximum of 90 points for any 3-year period (study in 2014 can count for 2013, 2014 and 2015), and you must do CPD worth at least 10 points in each year.

<sup>3</sup> Repeat deliveries of the same subject matter MAY count – if, for example, the audience or slant were very different. Otherwise, there is minimal learning on behalf of the presenter.

<sup>4</sup> Relevance may only become apparent at a later date – you don't have to claim it when you read it, you can claim it when you look back on it, revisit it and think more deeply about it.

<sup>5</sup> Volunteering is only counted as CPD when learning results – perhaps a technical communication technique, writing for a different purpose or audience, or maybe project management skills. Purely volunteering time (for example, a litter pick) does not count.