

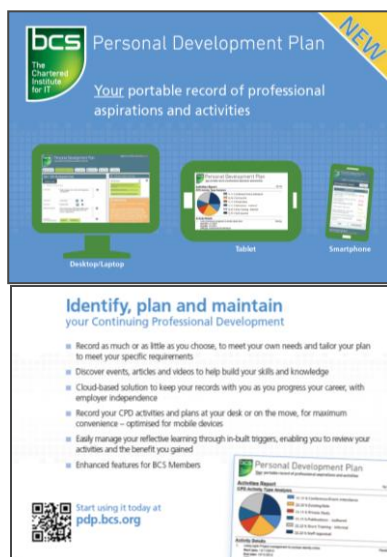


Member Groups and Continuing Professional Development

Attending or watching any of the hundreds of the events run each year by our Member Groups can be a valuable Continuing Professional Development (CPD) activity for members, and every BCS member makes a commitment to their CPD and keeping up to date. The launch of our new BCS Personal Development Plan is an ideal opportunity to refresh how we recognise and record CPD activities and communicate this to event attendees.

Promoting and encouraging the use of the BCS Personal Development Plan

The BCS Personal Development plan is available for both members and non-members to use, although members benefit from more facilities such as being able to export their data or create a PDF report.



To help promote its usage, your Member Groups Administrator can provide you with promotion material. There are also things all Member Groups can do to help raise awareness of the importance of CPD and driving up professionalism and standards.

Postcards

We have a promotional postcard that helps provide recipients with a brief overview of the capabilities of the BCS Personal Development Plan.

Slides

We have a PowerPoint slide and short slide-set that helps promote the BCS Personal Development Plan.

Event closing comments

When ending your meeting and summing up, consider reminding the attendees they should record their CPD activities and that BCS has a free-to-use, cloud-based solution that will help them do that (if they do not already use a recording solution).

Certificates

Most Member Groups do not issue Certificates of Attendance as standard, but your Member Groups Administrator can send confirmation of attendance emails if you use the BCS Events Booking System, where you provide them with a list of attendance.

Get your event noticed!

If you use the BCS Event Booking System, your event can be publicised to all users of the CPD Portal, the CPD App, the BCS Personal Development Plan and everyone who subscribes to the Events CPD RSS Feed.

The benefits of using the BCS Personal Development Plan

Customisable & Flexible

Settings enable you to create your own fields of information and to choose the priority of the fields, with only the Title and End Date being mandatory - so you need only record the information you wish to record, in an easy and intuitive way.

Portable

The BCS Personal Development Plan is *your* plan. It is not tied into any employer, so you can take your records with you wherever you work.

Convenient

As the BCS Personal Development Plan is a cloud-based solution, you can access it anywhere on any compatible device with an Internet connection. A significant challenge to CPD recording is being able to record achievements close to the point of delivery, so being able to record what you have learnt on a smartphone on the train, on a tablet device at home or at the event, or back in the office on your PC – such flexibility ensures you have maximum opportunity to record your achievements.

Keeping up to date

Registering with the BCS Personal Development Plan enables us to identify your career pathway, so enabling us to send you updates regarding relevant new learning opportunities, such as new books, upcoming events and potential certifications. It also gives access to the CPD Portal feeds, which inform you of all articles and blogs, events and video content marked as of potential CPD worth.

Everyone can benefit from recording their CPD

Everyone can register to use the BCS Personal Development Plan, and most IT professionals can benefit from using the BCS Personal Development Plan – furthermore it's FREE. All grades of BCS membership have full access to all features of the solution, including Affiliates and Students.

Students

In addition to their studies, many students take part in activities that add to their professional development. Recording these activities at this early stage can help build a useful weight of CPD evidence that can be used to help secure prime placements and their first commercial positions. Students can quickly and easily generate a report from the BCS Personal Development Plan to show their commitment to their personal CPD and professionalism.

Those at the start of their career

It's important to have focus and drive at the beginning of their career, and the BCS Personal Development Plan helps to bring focus and clarity to professional development, in addition to providing information about useful opportunities to further build skills and grow knowledge.

Those developing their career

For those continuing to grow their career, the BCS Personal Development Plan enables the easy recording and tracking of their Development Goals and Activities, in addition to allowing the sharing of their successes with peers using the social network sharing tools. This both re-affirms their commitment to CPD and adds an edge of constructive competitiveness.

The seasoned professional

Sharing information and success is a valuable benefit that all experienced IT professionals can engage with – giving back to the IT profession. Using the Member Community Sharing facilities of the tool, members and users of the BCS Personal Development Plan can learn from the benefits others have gained before them.

Frequently Asked Questions:

Do BCS members have to use the BCS Personal Development Plan to record their CPD?

No, we do not mandate the use of the BCS Personal Development Plan. We advise our members they should maintain a CPD record, and we provide tools to enable such records to be kept. However, we do recognise that members may choose to record their CPD elsewhere.

Chartered IT Professionals (CITP) have to use this tool for revalidation, don't they?

We do expect CITP members to provide evidence of their CPD, and the BCS Personal Development Plan can undoubtedly help them do this. However, we do not mandate what tool or method they use to record their CPD.

I am already a member of other professional bodies, who make me record my CPD in different formats in their systems. Is BCS now asking me to repeat this process for them too?

No, we are not requesting anyone records their CPD in another format for us. If members are successfully and effectively recording CPD in another system or way, they should continue to do so.

Can using the BCS Events Booking System automatically create an attendance record in the BCS Personal Development Plan?

Version 2.2 of the BCS Personal Development Plan does not currently support this, but we are investigating the practicalities and benefits of doing this in the future.

What should I do if someone asks for a Certificate of Attendance for an event?

If you are a committee member, you could send them an email that confirms their attendance, or contact your Member Group Administrator to send this email on your behalf. It is usually not a certificate that is needed and an email that confirms attendance is sufficient evidence.

How many CPD hours or CPD points should be awarded as a result of attendance to our event?

BCS promotes the Reflective Learning approach – it's outcomes that matter more than recording the number of hours or points accrued by attendance alone. We recognise that simply attending an event and staying until the end is not a measure of worth, but recording what you have learned and reflecting on the benefit you have gained (reviewing) is. Everyone is different, has different goals and different needs – so an approach where you review what you have achieved better indicates the benefit gained. Other professional bodies who measure based on attendance often measure hours as the published time for the event (e.g. 2 hours) excluding networking time. Where professional bodies recognise points, a matrix to calculate the points gained is usually used (which differs across different professional bodies), whereas others work to a 1 hour = 1 point ratio.