

# Irish Planning Institute

## Guidance Note to Members on Compulsory Continuous Professional Development (CPD)

Updated February 2017



### Key Requirements

- The policy applies to Corporate members and Fellows.
- The current CPD cycle runs from 1<sup>st</sup> January to 31<sup>st</sup> December 2017.
- Members are required to accrue 20 credits<sup>1</sup> over each cycle. These must be logged on [www.ipi.ie/member-dashboard](http://www.ipi.ie/member-dashboard) by 31<sup>st</sup> December 2017 for the current cycle.
- There are 4 IPI CPD categories. Each cycle a minimum of 5 credits must come from activities in Categories 1 or 2.
  - **Category 1:** Learning events, training, fieldtrips, seminars, conferences, workshops, and courses to develop knowledge, skills and values
  - **Category 2:** Contributions to the Profession
  - **Category 3:** Self-directed Learning
  - **Category 4:** Non-planning related courses to develop knowledge, skills and values
- Members can collect credits for CPD events and training they attend, events that they deliver and CPD activities that they participate in alone. These do not have to be IPI events and can be internal training, self directed learning etc. Certain events or activities may carry a greater weighting, as per the suggested credits for some activities set out below.
- You should retain the necessary documentation as proof of compliance in the event of the Institute auditing a random sample of members. Self-assessment of CPD credits based on the materials retained and logged is a core concept of the policy.

### Why is CPD important?

Continuous Professional Development (CPD) should form a core activity of all planners, promoting career-long learning. The IPI defines CPD as *the ongoing maintenance, improvement and development of the knowledge, skills and personal qualities required in professional life.*

Corporate members and Fellows are bound to complete a minimum of 20 credits of continuous professional development every year and provide evidence of compliance with CPD requirements in the manner set down by the Institute. Compulsory CPD is an important part of delivering best practice in the planning profession in Ireland and ensuring that the profession is appropriately equipped for the future. It ensures that the Irish Planning Institute as a professional organisation can guarantee that its members are kept up to date and trained in ongoing developments in the planning field.

IPI members who are employers or managers are encouraged to support their staff in meeting CPD requirements. The IPI will continually monitor its CPD policy to ensure its accessibility, currency, relevance and workability and welcomes constructive suggestions from participants, employers and other interested parties on CPD topics and/or ways in which the CPD policy can be improved.

### What Activities Qualify as CPD?

CPD includes a wide range of learning activities related to enhancing your professional knowledge and skills. **Most CPD activities attract 1 credit per hour of learning.** Please note that where the activity is considered an integral part of one's work, the activity cannot be counted as CPD. Those elected to

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<sup>1</sup> Or the requisite number of credits set down in the Institute's Education Guidelines, whichever is the greater.

Corporate Membership 'mid cycle' will not be penalised for not reaching the 20 credit requirement in the year of election. They are expected to reach the 20 credit requirement in the next cycle.

Only you can judge whether an activity has improved your competence as a professional planner, however CPD activities must generally be:

- Of significant intellectual or practical content dealing primarily with planning related matters; or
- Relevant to a practitioner's immediate or long term requirements in relation to the practitioner's professional development; and
- Conducted by persons or bodies that have suitable qualifications, when relevant.

## Calculating CPD Credits

CPD generally falls into four main categories. Each cycle, five credits MUST be made up of activities drawn from Categories 1 or 2.

**Category 1: Learning events, training, fieldtrips, seminars, conferences, workshops, and courses to develop knowledge, skills and values**

These are to lead to the development of planning related knowledge, skills and values that involves the identifiable development (to the Member) of new approaches, applications, values or techniques of direct application to planning.

The following credits apply to learning events (including internally organised training, professional conferences, seminars, workshops, study tours, field trips).

One day's attendance at IPI or IPI approved (or equivalent) learning events	Up to <b>7</b>
IPI Annual Planning Conference 2017 in Westport on 6th and 7th April	<b>15</b>
One day's attendance at non IPI or non IPI approved (or equivalent) learning events	Up to <b>5</b>
Half day's attendance at IPI approved (or equivalent) learning events	Up to <b>4</b>
Half day's attendance at non IPI or non IPI approved (or equivalent) learning events	Up to <b>3</b>

*Note: With IPI organised events, we will specify the number of IPI credits available on event material up to the credits set out above. From time to time the Institute may approve other events for CPD purposes and award them a specified number of CPD credits. These are publicised on <http://www.ipi.ie/professional-development/other-events>.*

Third level module (5 credit ECTS), full time or part time, at an IPI accredited planning school in any CPD cycle (one hour of contact teaching time in a recognised planning module as equivalent to one hour of IPI CPD credit)	<b>24</b> IPI credits
Third level module (5 credit ECTS), full time or part time, in another relevant subject in any CPD cycle	Up to <b>15</b> IPI credits

*Note: For people taking more than one module, IPI CPD credits can be claimed for third level education up to a maximum of **100** IPI CPD credits/hours in any CPD year.*

## Category 2: Contributions to the Profession

This category includes:

- Research and analysis to investigate new areas of professional interest or planning concern - requiring preparation of a paper or report;
- Membership of committee and other services aimed at developing the planning profession;
- Preparation of submissions on legislation etc., where this is not an integral part of the Members' work, including on behalf of the IPI;

- Presenting lectures and papers, CPD workshops, conference presentations;
- Publishing articles and papers;
- Mentoring (both the person being mentored and the mentor are eligible to record credits if it cannot be considered an integral part of one's work. The IPI will be launching a mentoring pilot in 2017, participation in this will be recognised for CPD purposes);
- Involvement in planning-related professional committees for the planning profession, like professional associations, academic institutions or community groups.

Certain Institute development activities are eligible for the following credits:

President of IPI	<b>16</b>
Member of Council	<b>12</b> (per cycle)
IPI Committee Convener	<b>15</b> (per cycle)
IPI Committee Member	<b>10</b>
IPI Working Group member	<b>8</b>
Member of an IPI third level accreditation panel	<b>6</b>
Attendance at the Institute's AGM	<b>2</b>
Chair of IPI Branch	<b>10</b>
Member of Branch Committee	<b>8</b>

### Category 3: Self-directed Learning

This category includes informal learning, structured reading of publications, distance and self-taught courses which contribute to the personal development of planning or non-planning knowledge, expertise and skills.

### Category 4: Non-planning related courses to develop knowledge, skills and values

This category involves the development of general professional knowledge, skills and values through activities in a non-planning field contributing to personal development, for example human relations, time management, stress management, communication skills, conflict resolution, management skills. This may be external training or courses or in house training.

### Note for planners not working full time

There is no automatic exemption from the CPD requirements for members not working full time. The Institute will take a supportive approach to Corporate members and Fellows who are not working full time in planning in order to assist them fulfill their CPD obligations.

Under voluntary CPD members were able to claim exemption from the Irish Planning Institute's CPD standards by reason of Leave of absence or Maternity/Parental Leave or illness. The Institute will continue to be supportive of members if because of such reasons they find themselves in difficulty in completing the required CPD credits. Members who find themselves in these circumstances are asked to notify the Institute of this. Members paying the retired membership subscription are exempt from meeting the CPD obligation.

### Non Compliance

Section 2.10.1 of the Institute's Constitution regarding the Disqualification and Exclusion of Members allows for the removal of a member if they fail to comply or provide evidence of compliance with the continuous professional development requirements of the Institute.

Non-compliance in CPD will be taken to be:

- a) The non-submission by Corporate or Fellow members of evidence of CPD activities via the CPD log on [www.ipi.ie](http://www.ipi.ie); or

- b) b) Corporate or Fellow members who log CPD but the logged activities fall significantly short of the required level in the absence of a declaration claiming exemption.

The Institute will always take a supportive approach to the small number of members who may for various reasons have real practical difficulties in meeting the requirements.

Following notification of non-compliance and having been reminded of the need to submit CPD details by letter and or email, any Corporate or Fellow members who does not comply with the IPI's policy on CPD and who does not explain why they have not met the requirements satisfactorily shall be removed from the Register of Members upon the agreement of Council.

The Technical and Education Committee will be recommending to Council that any member who has not made a CPD return in 2015 and 2016 and who again fails to make an adequate return in the 2017 cycle, should be removed from the register when the next review of CPD returns takes place early in 2018.