

Appendix D Interested Parties in the CPD System

Examples of **Practitioners'** Involvement in the CPD System

<i>Component</i>	<i>Input by Practitioner</i>	<i>Result used by Practitioner</i>
↻ Review	Review own competence	Use review to record profiles
☑ Profiles of competence & needs	Record own profiles	Use profile of needs to plan CPD
↻ Planning	Plan own CPD	Use planning to write down development plan
☑ Development Plan	Record own development plan	Implement development plan
↻ Development activities	Undertake development activities	Use development activities to gain new competences
☑ Development record	Keep record of development activities	Reflect on development record to improve learning skills
↻ Assessing achievement	Assess own competence	Use self-assessment to decide on external assessment
☑ Evidence of new competence	Assemble evidence for external assessment	Submit evidence to gain qualification
🔗 Support & guidance	-	Use information to select development activities
🔗 Standards of competence	-	Define own competence using standards of competence
🔗 Quality	Report annually to employer on own CPD progress	Use annual CPD report for personal review of CPD

Examples of **Training Providers'** Involvement in the CPD System

<i>Component</i>	<i>Input to Practitioner by TP</i>	<i>Result used by TP</i>
↻ Review	Course assessments (from TP) used by practitioner when reviewing competence	-
☑ Profiles of competence & needs	-	TP uses practitioner's profiles of competence & needs to tailor course
↻ Planning	Course prospectus used by practitioner to select course	-
☑ Development Plan	-	TP identifies widespread need from development plans and so designs training activity
↻ Development activities	TP provides development activities	TP monitors performance of all participants for quality system
☑ Development record	TP provides info in standard format for practitioner's development record	-
↻ Assessing achievement	TP assesses practitioner's competence at end of course	TP monitors competence of all participants for quality system
☑ Evidence of competence	TP issues certificate of competence	TP maintains records for external verification
🔗 Support & guidance	TP advises practitioner by phone & with brochure	TP maintains records of all enquiries for quality system
🔗 Standards of competence	TP expresses its course outcomes as competences	-
🔗 Quality	Certificate issued by TP noted by employer's quality system	Practitioner fills questionnaire for TP's quality system

Key: ↻ Process, ☑ Outputs, 🔗 Supporting Functions, TP Training Provider

Appendix D

Examples of **Employers'** Involvement in the CPD System

<i>Component</i>	<i>Input to Practitioner by Employer</i>	<i>Result used by Employer</i>
↻ <i>Review</i>	Practitioner uses performance appraisal to review competence	-
☑ <i>Profiles of competence & needs</i>	Employer provides info on required competences - used by practitioner for profile of needs	Employer uses practitioner's profile of competence for pay, & profile of needs to design course
↻ <i>Planning</i>	Line manager helps practitioner to define priorities	Line manager plans to delegate to practitioner
☑ <i>Development Plan</i>	Employer provides company proformas for development plan	Devt plans show widespread need so Employer gives training
↻ <i>Development activities</i>	Employer provides development opportunities	Employer monitors practitioner for performance management
☑ <i>Development record</i>	Employer provides company proformas using standards of competence	Personnel Department keeps copy of development record on participants' file
↻ <i>Assessing achievement</i>	Project manager assesses practitioner's competence at end of project	Employer monitors competence of all employees for annual review of training
☑ <i>Evidence of new competence</i>	Materials produced at work used as evidence of competence	Employer records practitioner's competence
🔗 <i>Support & guidance</i>	Personnel department advises practitioner on opportunities	Personnel Dept keeps records of all enquiries for quality system
🔗 <i>Standards of competence</i>	Employer expresses its training procedures using competences	Employer monitors staff competences and revises classification
🔗 <i>Quality</i>	Employer provides procedures and resources for training	Practitioner provides information for employer's quality system

Examples of **Professional Institution's** Involvement in the CPD System

<i>Component</i>	<i>Input to Practitioner by PI</i>	<i>Result used by PI</i>
↻ <i>Review</i>	Profile of competence expected by PI used by practitioner when identifying needs	-
☑ <i>Profiles of competence & needs</i>	-	PI uses practitioners' profiles of competence & needs to monitor profession
↻ <i>Planning</i>	PI provides practitioner with info on courses available	-
☑ <i>Development Plan</i>	PI requires practitioner to prepare self-development plan	PI identifies widespread need from development plans and so designs training activity
↻ <i>Development activities</i>	PI provides development activities eg meetings, courses	PI monitors satisfaction of all participants for quality system
☑ <i>Development record</i>	PI provides info in competence standard format	PI monitors sample of members' development records for its quality system
↻ <i>Assessing achievement</i>	PI assesses practitioner's competence for membership	PI monitors competence of members for
☑ <i>Evidence of new competence</i>	Practitioner uses PI membership certificate to prove competence	PI maintains records for quality system
🔗 <i>Support & guidance</i>	PI advises practitioner by phone & with brochure	PI maintains records of all enquiries for quality system
🔗 <i>Standards of competence</i>	PI expresses its membership requirements as competences	PI monitors members' competences and revises classification
🔗 <i>Quality</i>	PI membership noted by employer's quality system	Practitioner fills questionnaire for PI's quality system

Key: ↻ Process, ☑ Outputs, 🔗 Supporting Functions, PI Professional Institution