

## Understanding CPD reports

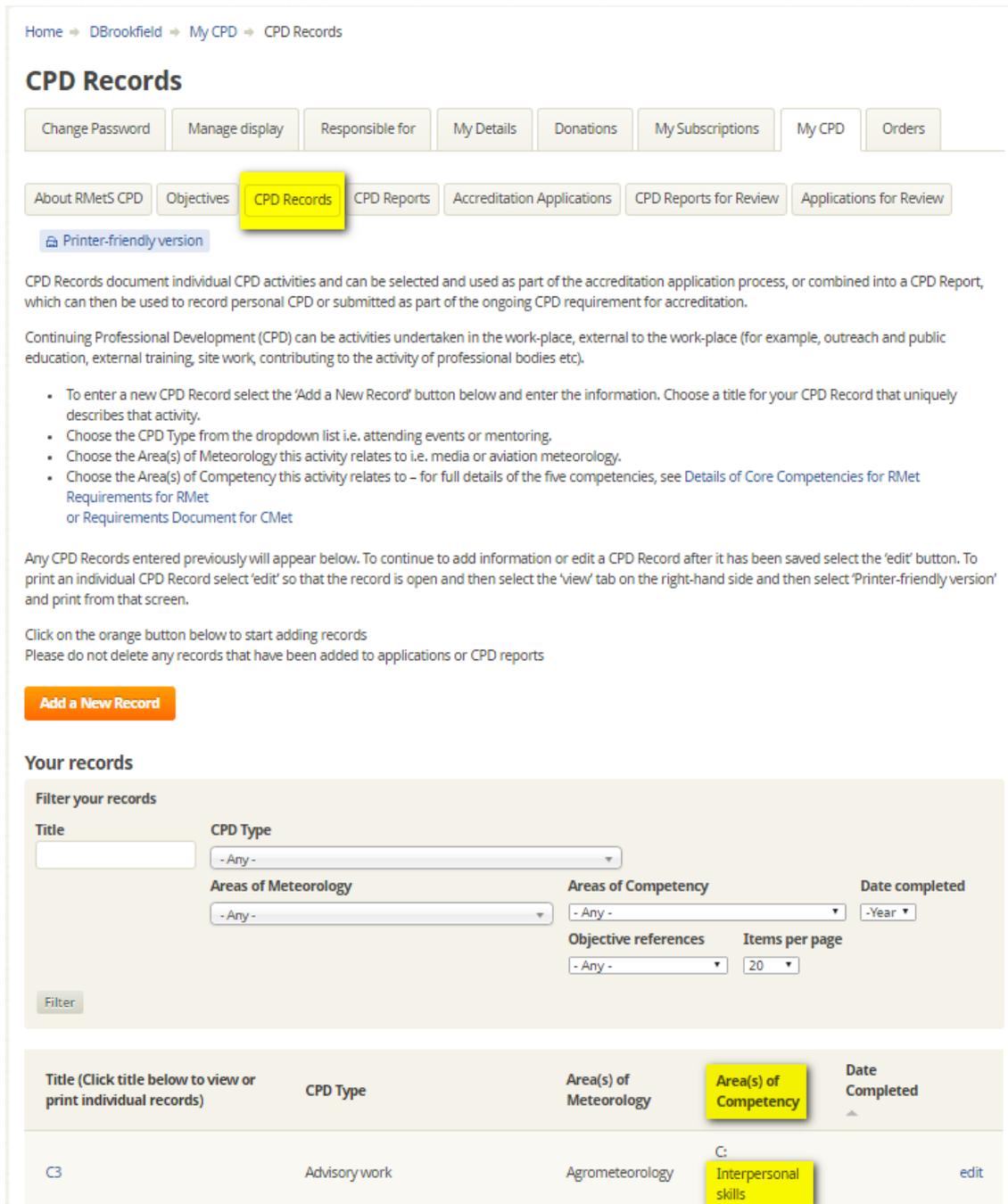
CPD reports are made up of several components.



Identification, CPD Records, Work Experience, Evidence of Core Competencies, Declaration, Submission

## What you need to know

CPD Reports need CPD records attaching to them as well as the written sections “Evidence of Core Competencies, but before you start anything we advise that you check your records first and ensure you have the correct competencies attached to them. To do this go to the CPD Records section in your Profile. You can either add new records or edit ones that you have already created.



Home → DBrookfield → My CPD → CPD Records

### CPD Records

Change Password | Manage display | Responsible for | My Details | Donations | My Subscriptions | My CPD | Orders

About RMetS CPD | Objectives | **CPD Records** | CPD Reports | Accreditation Applications | CPD Reports for Review | Applications for Review

[Printer-friendly version](#)

CPD Records document individual CPD activities and can be selected and used as part of the accreditation application process, or combined into a CPD Report, which can then be used to record personal CPD or submitted as part of the ongoing CPD requirement for accreditation.

Continuing Professional Development (CPD) can be activities undertaken in the work-place, external to the work-place (for example, outreach and public education, external training, site work, contributing to the activity of professional bodies etc).

- To enter a new CPD Record select the 'Add a New Record' button below and enter the information. Choose a title for your CPD Record that uniquely describes that activity.
- Choose the CPD Type from the dropdown list i.e. attending events or mentoring.
- Choose the Area(s) of Meteorology this activity relates to i.e. media or aviation meteorology.
- Choose the Area(s) of Competency this activity relates to – for full details of the five competencies, see [Details of Core Competencies for RMet Requirements for RMet](#) or [Requirements Document for CMet](#)

Any CPD Records entered previously will appear below. To continue to add information or edit a CPD Record after it has been saved select the 'edit' button. To print an individual CPD Record select 'edit' so that the record is open and then select the 'view' tab on the right-hand side and then select 'Printer-friendly version' and print from that screen.

Click on the orange button below to start adding records  
Please do not delete any records that have been added to applications or CPD reports

**Add a New Record**

#### Your records

Filter your records

Title:

CPD Type:

Areas of Meteorology:

Areas of Competency:

Date completed:

Objective references:

Items per page:

Title (Click title below to view or print individual records)	CPD Type	Area(s) of Meteorology	<b>Area(s) of Competency</b>	Date Completed
C3	Advisory work	Agrometeorology	<b>C: Interpersonal skills</b>	<a href="#">edit</a>

There are 5 core competencies and unless you have no intention of ever completing a report or applying for accreditation then we suggest you always add competencies to your records.

- A) Application of knowledge and expertise
- B) Personal responsibility
- C) Interpersonal skills
- D) Professional practice
- E) Professional standards

It's very easy to add a competency to a record either click Add a New Record or Edit a record you have already created.



### Your records

Filter your records

Title

CPD Type

Areas of Meteorology

Areas of Competency

Date completed

Objective references

Items per page

Title (Click title below to view or print individual records)	CPD Type	Area(s) of Meteorology	Area(s) of Competency	Date Completed
C3	Advisory work	Agrometeorology	C: Interpersonal skills	<input type="button" value="edit"/>
D1	Advisory work	Agrometeorology	D: Professional practice	<input type="button" value="edit"/>

Once you are in the record you will see the screen below simply select the competencies that apply to your record. If you hold down the CTRL Key you can select multiple competencies.

Secure | <https://www.rmets.org/node/32603/edit?destination=user/9726/cpd/records>

Content Structure Store People Configuration Reports Advanced help Help Hello DBrookfield Log out

Home » DBrookfield » My CPD » CPD Records » Edit Record

**Edit CPD Record C3** VIEW EDIT MANAGE DISPLAY

**Title \***  
C3

**CPD Type**  
Advisory work

**Areas of Meteorology**  
- None -  
Other  
Agrometeorology  
Air Pollution Meteorology

To select more than one area of meteorology, please hold down CTRL while you select the ones that apply

**Areas of Competency**  
- None -  
A: Application of knowledge and expertise  
B: Personal responsibility  
C: Interpersonal skills

To select more than one core competency, please hold down CTRL while you select the ones that apply

**Description**  
B I U ✕ 📎 📄 📅 📁 📧 📧 📧

Once you are happy the record is correct, scroll to the very bottom and click

Save

Once you are happy your records are correct and have competencies assigned to them, you can go back to your report.

## CPD Reports

Change Password Manage display Responsible for My Details Donations My Subscriptions My CPD Orders

About RMetS CPD Objectives CPD Records **CPD Reports** Accreditation Applications CPD Reports for Review Applications for Review

Printer-friendly version

Just like records, you can either create a new report or edit an old report

Create or Edit CPD Report

Create new CPD Report

### Your reports

Title (Click title below to view or print individual reports)	Date Started	Status	Edit link
CPD Report - RMet - David Michael Brookfield - (32611) 17 Mar 2017	17 March 2017	Draft	edit

The first Tab is identification, the information you see here is pulled from your profile. In the identification page you will see “**Type of report submitting**” depending on your eligibility you will see a number of options

- Other Use Other for personal Use
- RMet To apply for RMet you should be an associate fellow
- CMet You must be a Fellow to be eligible to apply for CMet

<b>Identification</b> ✕	<b>CPD Records</b> ✕	<b>Work Experience</b> ✕	<b>Evidence of Core Competencies</b> ✕	<b>Declaration</b> ✕	<b>Submit</b> ✕	<b>Administration</b> ✕
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You will find pre-populated information in some of the boxes below. This is taken from the 'My Details' tab in your membership area. To amend any of the pre-populated information please use the 'My Details' tab before continuing.

The 'Period review from' and 'Period review to' needs to be entered. This is the period that your CPD Report is valid for and is typically a one year period (Jan to Dec) for RMets and a two year period for CMets.

**Type of report submitting** ✕

RMet ✕

Other submitting CPD as part of your accreditation requirements, please choose RMet or CMet. If using ACCSYS for personal or work related

RMet please choose Other, you will be able to save and download your report, but not submit it to the Society

**Forenames** ✕

David

**Last Name** ✕

Brookfield

Add your review period, RMet is reviewed annually and CMet is reviewed bi-annually

**PERIOD REVIEW FROM**

**Date**

1 Mar 2016

E.g., 23 Mar 2017

**PERIOD REVIEW TO**

**Date**

17 Mar 2017

E.g., 23 Mar 2017

**Save** **Save and close** **Delete**

## Adding CPD Records

Select the CPD records tab and click select CPD Records to be included.

CPD Reports created for personal use require completion of only the information on the Identification and CPD Records tabs and optionally the Work Experience tab. CPD Reports requested by the Society and to be submitted by those wishing to retain the accreditation RMet or CMet require completion of the information requested on every tab.

Continuing Professional Development can be activities undertaken in the work-place, external to the work-place (for example, outreach and public education, external training, site work, contributing to the activity of professional bodies etc).

Any CPD Records entered previously will appear below. Please ensure you have added all the relevant CPD records before completing this CPD Report. To enter new CPD Records please return to the 'CPD Records' tab under 'My CPD', select the 'Add a New Record' button and enter the information."

Use the 'Select CPD records to be included' tab below to choose the CPD Records you would like to add to this CPD Report. You can filter the CPD Records by Areas of Competency.

**"To complete this CPD Report submission, you will be expected to have tagged each CPD Record with a competency. You must make sure that you select for inclusion the relevant CPD Records that will be linked to each of the five core competencies. If you have not already done this, please save this Report and go to your main Record tab to attach competencies to records. Your saved report will be available in the Reports tab at the bottom of the screen.**

Hide row weights

CPD RECORDS	ORDER
No items have been added yet. Click "Select CPD records to be included" to launch the widget.	

To complete your application or CPD submission you must tag/link each record with at least one competency, but not more than three. You must also make sure all of the competencies are included in your records.

Select CPD records to be included

Save Save and close

When you click Select "CPD Records to be included" you'll get this screen when you select a record it is added to the list, when you have selected all the records you want click the Close button Top Right or Close Bottom Left.

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You can use the filters at the top to find the CPD Records that you require. To select which CPD Records you want to be included with this submission, click the relevant checkboxes individually (or scroll down and click on 'Select All Displayed CPD Records') this will automatically add CPD Records. To remove CPD Records deselect. Once you finished click the 'Close' button to return to the form.

Title:

Areas of Meterology:

Areas of Competency:

Date completed:  Filter

Select all displayed CPD Records

ADD TO FORM	CPD RECORD TITLE	AREAS OF COMPETENCY
<input checked="" type="checkbox"/>	E3	E: Professional standards
<input checked="" type="checkbox"/>	E2	E: Professional standards
<input checked="" type="checkbox"/>	E1	E: Professional standards
<input checked="" type="checkbox"/>	D3	D: Professional practice
<input checked="" type="checkbox"/>	D3	D: Professional practice
<input checked="" type="checkbox"/>	D2	A: Application of knowledge and expertise
<input type="checkbox"/>	D1	D: Professional practice
<input type="checkbox"/>	C3	A: Application of knowledge and expertise, C: Interpersonal skills
<input type="checkbox"/>	C2	A: Application of knowledge and expertise
<input type="checkbox"/>	C3	C: Interpersonal skills

1 2 next > last >

Save Close Select all displayed CPD Records

## This adds your records to your report, you should save your application

CPD Reports created for personal use require completion of only the information on the Identification and CPD Records tabs and optionally the Work Experience tab. CPD Reports requested by the Society and to be submitted by those wishing to retain the accreditation RMat or CMat require completion of the information requested on every tab.

Identification **\*** CPD Records **\*** Work Experience **\*** Evidence of Core Competencies **\*** Declaration **\*** Submit **\*** Administration **\***

Continuing Professional Development can be activities undertaken in the work-place, external to the work-place (for example, outreach and public education, external training, site work, contributing to the activity of professional bodies etc).

Any CPD Records entered previously will appear below. Please ensure you have added all the relevant CPD records before completing this CPD Report. To enter new CPD Records please return to the 'CPD Records' tab under 'My CPD', select the 'Add a New Record' button and enter the information."

Use the 'Select CPD records to be included' tab below to choose the CPD Records you would like to add to this CPD Report. You can filter the CPD Records by Areas of Competency.

**"To complete this CPD Report submission, you will be expected to have tagged each CPD Record with a competency. You must make sure that you select for inclusion the relevant CPD Records that will be linked to each of the five core competencies. If you have not already done this, please save this Report and go to your main Record tab to attach competencies to records. Your saved report will be available in the Reports tab at the bottom of the screen.**

CPD RECORDS <b>*</b>	ORDER
<input checked="" type="checkbox"/> E3 (Core Competencies: E: Professional standards)	0 ▾
<input checked="" type="checkbox"/> E2 (Core Competencies: E: Professional standards)	1 ▾
<input checked="" type="checkbox"/> E1 (Core Competencies: E: Professional standards)	2 ▾
<input checked="" type="checkbox"/> D3 (Core Competencies: D: Professional practice)	3 ▾
<input checked="" type="checkbox"/> D3 (Core Competencies: D: Professional practice)	4 ▾
<input checked="" type="checkbox"/> D2 (Core Competencies: A: Application of knowledge and expertise)	5 ▾

To complete your application or CPD submission you must tag/link each record with at least one competency, but not more than three. You must also make sure all of the competencies are included in your records.

Select CPD records to be included

Save Save and close

## Next fill in your work experience if you haven't already added this to your profile.

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Identification **\*** CPD Records **\*** Work Experience **\*** Evidence of Core Competencies **\*** Declaration **\*** Submit **\*** Administration **\***

Please state the date from which your qualifying work experience should count. Time spent on training courses does not count towards qualifying experience. Time spent as an operational supernumerary (trainee) or under close direct supervision counts as 50% of elapsed time.

QUALIFYING WORK EXPERIENCE <b>*</b>	ORDER
<p>Employer name <b>*</b></p> <input type="text"/>	
<p>Employer address <b>*</b></p> <input type="text"/>	
<p>Position <b>*</b></p> <input type="text"/>	
<p><b>START DATE</b> <b>*</b></p> <input type="text"/> E.g., 23 Mar 2017	
<p><b>END DATE</b></p> <input type="text"/> E.g., 23 Mar 2017 If this is your current employment then please leave this field blank.	0 ▾
<p><b>Duration</b></p> <input type="text"/> Please add a duration that includes both continuous work and also periods of intermittent work.	
<p><b>Nature of work</b></p> <input type="text"/>	
<p>Remove</p>	
<p>Add another item</p>	

## Evidence of core competencies

You should add your evidence for each of the competencies here, we strongly advise you to use a word processor and then copy and paste.

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Identify how you meet each of the competencies in the course of your professional activities. Details of the competency requirements are identified in the relevant guidelines, see [Details of Core Competencies for RMet](#) or [Requirements for CMet](#)

**Please note that if you are pasting from Word, you can retain your formatting by using the Paste from Word icon below, at the top of the editor. Simply click and paste and this will copy your formatting into the editor.**

**Competency A: Application of knowledge and expertise \***

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What is Lorem Ipsum?

**Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

body p

**Please note\***

All competencies in a report should be completed and you should have CPD records that have competencies assigned to them, currently you can assign a maximum of 15 records to your report, it is possible to assign all 5 competencies to a record meaning it is possible to only have 3 supporting records to complete your report. We will be removing the maximum limitation in our next release.

Once you are happy make sure you click save.

**Competency E: Professional standards \***

**B I U** | ✂ 📄 📄 📄 | 📄 📄 📄 | 📄 📄 📄 | 📄 📄 📄

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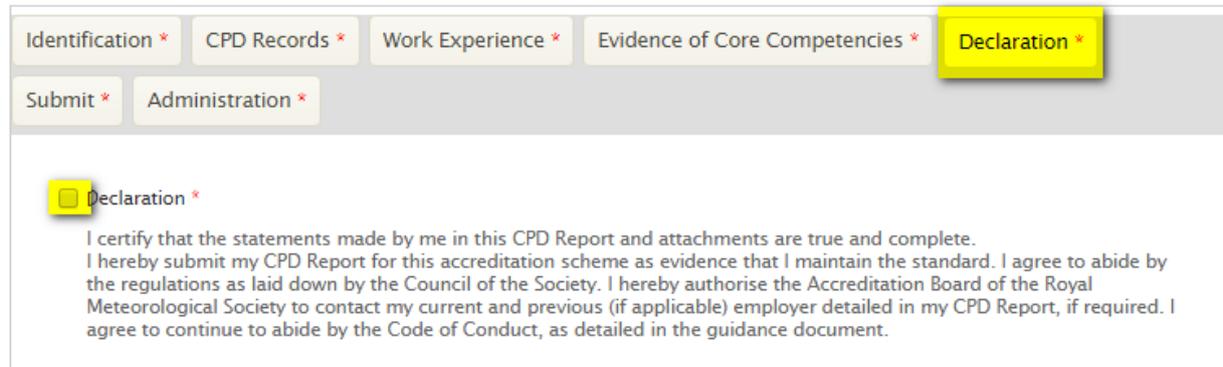
body p

**Save** Save and close

## Declaration

Read the declaration text carefully and when you are happy tick the check box.

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Identification \* CPD Records \* Work Experience \* Evidence of Core Competencies \* Declaration \*

Submit \* Administration \*

Declaration \*

I certify that the statements made by me in this CPD Report and attachments are true and complete. I hereby submit my CPD Report for this accreditation scheme as evidence that I maintain the standard. I agree to abide by the regulations as laid down by the Council of the Society. I hereby authorise the Accreditation Board of the Royal Meteorological Society to contact my current and previous (if applicable) employer detailed in my CPD Report, if required. I agree to continue to abide by the Code of Conduct, as detailed in the guidance document.

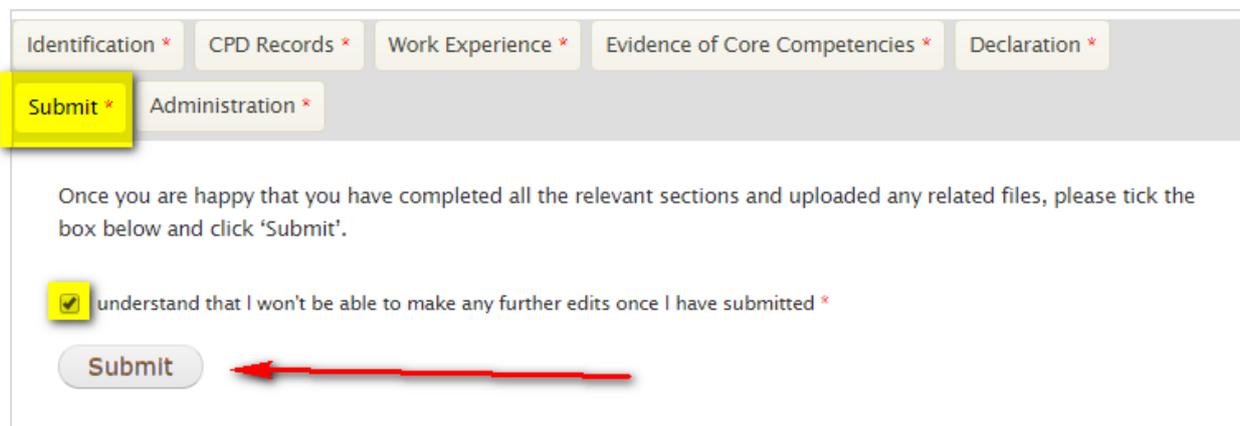
Save

Save and close

## Submission

Again tick the checkbox that you understand that once you have clicked submit you will not be able to edit your Report and then when you are satisfied click submit.

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Identification \* CPD Records \* Work Experience \* Evidence of Core Competencies \* Declaration \*

Submit \* Administration \*

Once you are happy that you have completed all the relevant sections and uploaded any related files, please tick the box below and click 'Submit'.

understand that I won't be able to make any further edits once I have submitted \*

Submit

Save

Save and close

## Errors

If when you have clicked submit you see a page like below then you have missed something in your report, read the information in the pink box, it will be specific to your error, correct what you see in the message and then resubmit. If you have missed more than 1 item, you will receive another error report this is because you have missed more than 1 item in the list, keep correcting until the report sends. Of course if you are having problems you can also contact us and we'll be more than happy to help.



You can only provide a maximum of 3 CPD records for each core competency. The following core competency has too many CPD records relating to it: *A: Application of knowledge and expertise*

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<b>Identification *</b>	<b>CPD Records *</b>	<b>Work Experience *</b>	<b>Evidence of Core Competencies *</b>	<b>Declaration *</b>
<b>Submit *</b>	<b>Administration *</b>			

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