

## Making a CPD report

CPD reports are made up of several components.



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

Identification, Work Experience, Declaration and Submission we believe are self-explanatory.

## What you need to know

CPD Reports need CPD records, so before you do anything we suggest you make sure you have added and updated your CPD Records.

Creating CPD records is really easy. In “My CPD” click CPD Records and then scroll down and click “Add a New Record”

### CPD Records

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#### About CPD Records

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.

If you attend RMetS meetings, you can easily add these to your CPD records. You can pre-populate a CPD record with the event information while on the RMetS site. Ensure you are logged in, go to the meeting detail page and simply click the orange button - "Create CPD Record from this event"

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

**Click to create a new CPD record**

**Add a New Record**

## Adding a record

Remember, when you create a CPD record that you want to use in a report or application, the information needs to mean something to the person reviewing it. Please try to make it easy for the reviewer to know and understand your record is about.

The screenshot shows the 'Create CPD Record' form in a web browser. The form is titled 'Create CPD Record' and has a breadcrumb trail: 'Home > DBrookfield > My CPD > CPD Records > Add Record'. The form includes the following sections and callouts:

- Title:** A text input field containing 'Lecture on Forecasting on St Kilda'. A red arrow points to it with the callout: 'Use a logical easy to remember name'.
- CPD Type:** A dropdown menu with 'Delivering lectures' selected. A red arrow points to it with the callout: 'Select CPD Type'.
- Areas of Meteorology:** A dropdown menu with 'Aviation Forecasting' selected. A red arrow points to it with the callout: 'Choose the area of meteorology'. Below this is a note: 'To select more than one area of meteorology, please hold down CTRL while you select the ones that apply'.
- Areas of Competency:** A dropdown menu with 'None' selected. A red arrow points to it with the callout: 'Select the areas of competency'. Below this is a note: 'To select more than one core competency, please hold down CTRL while you select the ones that apply'.
- Description:** A rich text editor with the text 'Gave a Lecture on Forecasting on St Kilda.'. A red arrow points to the text with the callout: 'Write up what you did, make sure you give it some detail so that someone else will understand'.
- DATE COMPLETED:** A text input field with 'Date' and 'E.g., 13 Dec 2017'. A red arrow points to the field with the callout: 'Add the date'.
- WEB REFERENCES:** A section with a text input field and an 'Add another link' button. A red arrow points to the field with the callout: 'Any web references'.
- OBJECTIVE REFERENCE:** A section with a text input field and an 'Add another objective' button. A red arrow points to the field with the callout: 'You can ignore Objective References, they are not essential'.
- FILE ATTACHMENT:** A section with a 'Choose file' button, an 'Upload' button, and a note: 'Files must be less than 8 MB. Allowed file types: .jpg .jpeg .png .pdf.'. A red arrow points to the 'Upload' button with the callout: 'Add any documents'.
- XML sitemap:** A section with 'Inclusion: Default (excluded)' and a dropdown menu. A red arrow points to the 'Save' button at the bottom of the form with the callout: 'Click Save'.

Once you are happy your CPD records are relevant and that you have enough, we suggest you give your records another quick check to see if you have the correct competencies attached.

To remind you, 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			
<input type="text"/>	<input type="text" value="- Any -"/>			
	Areas of Meteorology	Areas of Competency	Date completed	
	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Year"/>	
		Objective references	Items per page	
		<input type="text" value="- Any -"/>	<input type="text" value="20"/>	

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"/>



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

**Forenames \***  
David Michael

**Last Name \***  
Brookfield

Now add your review period, RMet is reviewed annually and CMet is reviewed bi-annually and click save.

**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

## Work experience

### Fill in your work experience

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.

Identification	Work Experience	Evidence of Core Competencies	Declaration	Submit	Administration
<p>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.</p>					
<a href="#">Hide row weights</a>					
<b>QUALIFYING WORK EXPERIENCE</b>					
					ORDER
<b>Employer name</b>					
Royal Meteorological Association					
<b>Employer address</b>					
104 Oxford Road					
<b>Position</b>					
IT					
<b>START DATE</b>					
8 Aug 2016					
E.g., 13 Dec 2017					
<b>END DATE</b>					
31 Jan 2018					
E.g., 13 Dec 2017					
If this is your current employment then please leave this field blank.					
<b>Duration</b>					
One and a Half years					
Please add a duration that includes both continuous work and also periods of intermittent work					
<b>Nature of work</b>					
IT					
<button>Remove</button>					
<button>Add another item</button>					

Save Save and close Delete

## Evidence of Core Competencies and CPD Records

We have combined CPD Records and your Evidence for your Core Competencies into one section, this we hope will make writing up your core competencies much easier for you.

When you click on Evidence of Core Competencies, you will see that we now have a new section above each competency. This is where you add your CPD Records.

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

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.

Hide row weights

CPD RECORDS FOR COMPETENCY A *	ORDER
No items have been added yet. Click "Add items" to launch the widget.	

Please select minimum 1 and maximum 6 CPD records for Core Competency A.

**Add items** ← **Add your CPD Records here**

Competency A: Application of knowledge and expertise \*

**Add your text here**

Switch to plain text editor

- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd>

- Lines and paragraphs break automatically.

More information about text formats ?

When you click "Add Items" you will see the screen below.

CPD Records Reference Widget Advanced Close Window WORKFLOW

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.

You can filter your records based on Title, Area or Date, please choose and click "Filter".

**Title**  **Areas of Meterology**

**Date completed** **Start date**   **End date**

**You can filter your records here**

ADD TO FORM	CPD RECORD TITLE	AREAS OF COMPETENCY
<input type="checkbox"/>	ALL	A: Application of knowledge and expertise, B: Personal responsibility, C: Interpersonal skills, D: Professional practice, E: Professional standards
<input type="checkbox"/>	C1	A: Application of knowledge and expertise, C: Interpersonal skills
<input type="checkbox"/>	A3	A: Application of knowledge and expertise
<input type="checkbox"/>	A2	A: Application of knowledge and expertise
<input type="checkbox"/>	A1	A: Application of knowledge and expertise
<input checked="" type="checkbox"/>	Avoiding Myth, Mayhem and Myopia: the challenge of climate science communication.	A: Application of knowledge and expertise, B: Personal responsibility, C: Interpersonal skills, D: Professional practice, E: Professional standards

**Select your CPD record and then click submit**

Please note Reports and applications now have different Minimum and Maximum values for the number of CPD records that can be assigned to each competency and that each Core Competency should be filled in.

	Minimum CPD records per competency	Maximum CPD records per competency	Total for all competencies
Report	1	6	Min 5 Max 30
Applications	3	10	Min 15 Max 50

Additionally

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.

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

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.**

[Hide row weights](#)

CPD RECORDS FOR COMPETENCY A *	ORDER
<input checked="" type="checkbox"/> C1	0 ▼
<input checked="" type="checkbox"/> A3	1 ▼
<input checked="" type="checkbox"/> A2	2 ▼

Please select minimum 1 and maximum 6 CPD records for Core Competency A.

Add items

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

**B** ***I*** **U** |

"You are braver than you believe, stronger than you seem, and smarter than you think," said Christopher Robin to **Winnie-the-Pooh**. Hearts melt. Yes, our hearts melted the first time we heard the young boy say these words to his teddy bear. Those words touched us as children.

[Switch to plain text editor](#)

- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

[More information about text formats](#)

## Declaration

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

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Identification *	Work Experience *	Evidence of Core Competencies *	Declaration *	Submit *	Administration *
<input checked="" type="checkbox"/> 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 Delete

## 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 *	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'.					
<input checked="" type="checkbox"/> I understand that I won't be able to make any further edits once I have submitted *					
<input type="button" value="Submit"/>					

Save Save and close