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"



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.

Title * Lecture on Forecasting on St Kilda			Use a logical easy to) remember name
CPD Type				_
Delivering lectures	•		Select CPD Type	
Areas of Meteorology Aviation Forecasting				1
Aviation Meteorology Boundary Layer Meteorology		Coose t	he area of meteorology	J
To select more than one area of meteorology, r	please hold down CTRL while you select the ones that	apply		
Areas of Competency		Select th	e areas of comptency	
- None - A: Application of knowledge and expertise			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
B: Personal responsibility C: Interpersonal skills				
To select more than one core competency, plea	ase hold down CTRL while you select the ones that ap	ply	Write up what y make sure you	you did, give it
Description			some detail so someone else v	that will
	ii m oʻ		understand	
Gave a Lecture on Forecasting on St Kilda.				
body p				
witch to plain text editor				
 Allowed HTML tags: <a> <cr< li=""> Lines and paragraphs break automatically </cr<>	ite> <blockquote> <code> <u> <o> <i> <i> <d> <d> <d> <d> <d> <d> <d> <d> <d> <d< th=""><th><00></th><th>More informatio</th><th>on about text formats @</th></d<></d></d></d></d></d></d></d></d></d></i></i></o></u></code></blockquote>	<00>	More informatio	on about text formats @
DATE COMPLETED				
DATE COMPLETED				
Date	Add the	late		
Date	Add the	late		
Date	Add the o	late		
Date	Add the o	late		
Date	Add the	late		
Date E.g., 13 Dec 2017	Add the o	late		Hide row weigh
Date E.g., 13 Dec 2017 WEB REFERENCES	Add the o	late		Hide row weigh ORDER
Date E.g., 13 Dec 2017 WEB REFERENCES	Add the o	late Any web re	sferences	Hide row weigt ORDER
Date Eg., 13 Dec 2017 WEB REFERENCES	Add the of a second sec	late Any web ru	a <mark>ferences</mark>	Hide row weigh ORDER 0 V and click save.
Date E.g., 13 Dec 2017 WEB REFERENCES Mease enter each web reference link as a separ Add another link	Add the of a second sec	late Any web ro	oferences	Hide row weigh ORDER 0 • and click save.
Date E.g., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link	Add the of a state line item. To add another link, click 'Add another	Any web ro	oferences	Hide row weigt ORDER 0 V and click save.
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link	Add the of the other link, click 'Add another	late Any web re link'. To remove a l	oferences	Hide row weigt ORDER 0 V and click save.
Date E.g., 13 Dec 2017 WEB REFERENCES Mease enter each web reference link as a separ Add another link	Add the o	Any web ro	oferences	Hide row weight
Date E.g., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link	Add the of a state line item. To add another link, click 'Add another	late Any web re	oferences	Hide row weigt ORDER 0 • and click save. Hide row weigt ORDER
Date E.g., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link	Add the of the other link, click 'Add another	Any web ro	oferences	Hide row weigt ORDER 0 • and click save. Hide row weigt ORDER 0 •
Date E.g., 13 Dec 2017 WEB REFERENCES Vesse enter each web reference link as a separ Add another link	Add the of the other line, click 'Add another of the other line, click 'Add another line, click 'Add another of the other line, as you top in a put of the other line.	Any web ro	oferences	Hide row weigt ORDER U V and click save. Hide row weigt ORDER U V ORDER U V
Date E.g., 13 Dec 2017 WEB REFERENCES Mease enter each web reference link as a separ Add another link DOBJECTIVE REFERENCE	Add the of the second s	late Any web t I ink. To remove al	eferences Ink, remove the text from the line et objectives will appear. Select th	Hide row weigh ORDER 0 • and click save. Hide row weigh ORDER 0 • relevant objective from
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link DIGECTIVE REFERENCE To add an Objective, start typing in the empty I To add an Objective, click 'Select another link	Add the of the second s	Any web r Ink. To remove a l	eferences Ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences. Hwy are not	Hide row weigt ORDER O And click save. Hide row weigt ORDER O An objective from try, just remove the
Date Eg., 13 Dec 2017 WEB REFERENCES Mease enter each web reference link as a separ Add another link DigeCTIVE REFERENCE To add an Objective, start typing in the empty I fo fo add additional Objectives, click "Select anot axt from the field and save the record.	Add the of the objective which will add another field for you to s	Late Any web re insk. To remove a l tart typing th Re g	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential	Hide row weigt ORDER U V and click save. Hide row weigt ORDER U V a relevant objective from try, just remove the
Date E.g., 13 Dec 2017 WEB REFERENCES "lease enter each web reference link as a separ Add another link DIRECTIVE REFERENCE To add an Objective, start typing in the empty I To add additional Objective, sick Select another to for additional Objective, sick Select another Select another objective	Add the of the other sector of the other sector of the other sector of the other sector of the objective which will add another field for you to a	Any web to Any web to Link. To remove a l	eferences Ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential	Hide row weigt ORDER U And click save. Hide row weigt ORDER U And relevant objective from try. just remove the
Date Eg., 13 Dec 2017 WER REFERENCES Please enter each web reference link as a separ Add another link ORECTIVE REFERENCE Fo add additional Objective, start typing in the empty I he list. To add additional Objective, slick "select anoth ext from the field and save the record. Select another objective	Add the of the second s	Late Any web tr InK. To remove a l ts any previously s Yo turt typing th e ess	eferences Ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential	Hide row weigt ORDER U And click save. Hide row weigt ORDER ORDER U Ty, just remove the
Date Eg., 13 Dec 2017 WEREFERENCES Wessenter each web reference link as a separ Add another link OUJECTIVE REFERENCE To add and Objective, start typing in the empt I fo fo add and thing I Objectives, click "Select anoth ext from the field and save the record. Select another objective FILE ATTACHMENT	Add the of the objective which will add another field for you to s	Late Any web re individually a finite. To remove a l individually a finite. Yo Re oss	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential	Hide row weight
Date Eg., 13 Dec 2017 WER REFERENCE Please enter each web reference link as a separ Add another link ORECTIVE REFERENCE To add an Objective, start typing in the empty l the list. To add additional Objectives, click "Select anot as from the finge at asaw the record. Select another objective FILE ATTACHMENT Please contact served variance formed on the served variance formed va	Add the of the second s	Late Any web re init. To remove al tart typing th Yo Re ess	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential	Hide row weig ORDER U V and click save. Hide row weig? ORDER U v a relevant objective from try, just remove the
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link OBJECTIVE REFERENCE To add and to Objective, start typing in the empty line lise. To add additional Objectives, click "select another line lise. Select another objective FILE ATTACHMENT Please contact acroditations@rmets.org	Add the of the second s	Late Any web r I any previously s I any previously s Yo tart typing th Re S	eferences ink, remove the text from the line et objectives will appear. Select th ur can ignore Objective ferences, they are not sential dd any documents	Hide row weigt ORDER U V And click save. Hide row weigt ORDER U V relevant objective fron cry, just remove the
Date Eg., 13 Dec 2017 WER REFERENCE Please enter each web reference link as a separ Add another link OUJECTIVE REFERENCE To add and objective, start typing in the empt I To add additional Objectives, click "Select anoth the list. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add a new file	Add the of the objective which will add another field for you to stify you have a file to upload which is not supported	Late Any web re individually a tart typing th re s d here. A	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weight
Date E.g., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link OBJECTIVE REFERENCE To add andbional Objective, start typing in the empty l the list. To add additional Objectives, click "Select another the star from the field and save the record. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add a new file Extreme file No file chosen	Add the of the second s	Any web re Any web re init. To remove all tart typing the ess d here.	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weigh ORDER 0 V and click save. Hide row weigh ORDER 0 V a relevant objective from try, just remove the
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link DENECTIVE REFERENCE DENECTIVE REFERENCE To add additional Objectives, click "select anoth he liss. To add additional Objectives, click "select anoth he liss. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose @ie No file chosen Files must be less than 8 MB. Allowed file types.jpg page pag pdf.	Add the of the second s	Late Any web t I any previously s I any previously s Yo Cart typing th Ges d here. A	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weigh ORDER U O A A A A A A A A A A A A A A A A A A
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link Please enter each web reference link as a separ Add another link ODJECTIVE REFERENCE Fo add additional Objectives, click Select another fo add and objectives, click Select another link Fo add and ditional Objectives FIELATIACHMENT Please contact accreditations@rmets.org Add an ew file Dhoose file Nos file chosen Files must be loss than B ME Allowed file types: jieg joeg prog padf.	Add the of the other link, click Add another field for you to so ther objective' which will add another field for you to so if you have a file to upload which is not supported.	Inte Any web re Inter To remove a l Inter typing the Yo Res esset d here.	oferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weigt ORDER U T and click save. Hide row weigt ORDER U T ry, just remove the
Date Eg., 13 Dec 2017 WER REFERENCE Please enter each web reference link as a separ Add another link OUJECTIVE REFERENCE To add and objective, start typing in the empt I To add anditional Objectives, click Select anoth the list. To add additional Objectives, click Select anoth text from the field and save the record. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file No file chosen Files must be less than 8 ME, Allowed file types: jieg jeng peng peff.	Add the of the other link, click Add another ate line item. To add another link, click Add another ate line item. To add another link, click Add another objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which is not supported by the start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which which will add another field for you to start objective which which will add another field for you to start objective which which will add another field for you to start objective which which which which which w	Late Any web re individually a tart typing th re s d here. A	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weight
Date Eg., 13 Dec 2017 WE REFERENCE WE REFERENCE Plass enter each web reference link as a separ Add another link OQUECTIVE REFERENCE OQUECTIVE REFERENCE To add additional Objectives, click "select anoth the list. To add additional Objectives, click "select anoth the list. Select another objective FILE ATTACHMENT Pleass contact accreditations@rmets.org Add a new file Choose file Nofile chosen Files must be less than 8 ME Allowed file types: jog jog prog pdf. XML sitemap Michail Setting	Add the of the objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which will add another field for you to start objective which which will add another field for you to start objective which which will add another field for you to start objective which which which which which which which which w	tate Any web re init.' To remove a l init.' To remove a l yo re s d here. A pe can be changed	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents	Hide row weigh ORDER U V and click save. Hide row weigh ORDER U V e relevant objective from ry, just remove the
Date Eg., 13 Dec 2017 WE REFERENCE West REFERENCE Please enter each web reference link as a separ Add another link ORECTIVE REFERENCE To add additional Objectives, start typing in the empty I To add additional Objectives, click "Select another the list. To add additional Objectives, click "Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file Nofile chosen Files must be lists shan 8 ME Allowed file types_ jog jog pog pog def. XML sitemap Relations_Objectives, click "Select another objective" URL path settings URL path settings	Add the of	tate Any web re Any web re ink'. To remove a l tart typing th Yo Re ess d here. A pe can be changed	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents here.	Hide row weigh ORDER U V and click save. Hide row weigh ORDER U V e relevant objective from try, just remove the
Date Eg., 13 Dec 2017 WERREFERINCES WERREFERINCES Please enter each web reference link as a separ Add another link OUJECTIVE REFERENCE To add additional Objectives, click "select another held and save the record. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add an ew file Choose file Nofile chosen Files must be less than 8 ME. Allowed file types: jog jog prog pdf. XML satemap Michael Settings Automatic allas Westings Automatic allas	Add the of	tate Any web re ink'. To remove a l ink'. To remove a l voice of the second sec	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents here.	Hide row weigh ORDER U V and click save. Hide row weigh ORDER U V e relevant objective from try, just remove the
Date Eg., 13 Dec 2017 WBR REFERENCES Please enter each web reference link as a separ Add another link OUECTIVE REFERENCE To add additional Objectives, start typing in the empty I To add additional Objectives, click 'Select anoth the list. To add additional Objectives, click 'Select anoth the list. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add an ew file Choose file No file chosen Files must be lists than 8 MB Allowed file types. Jpg jpg peg peg pef Chickson Defluit, (sycladed) Choose file No file chosen Files must be lists than 8 MB Allowed file types. Jpg jpg peg peg pef Chickson Defluit, (sycladed) UBL path settings Automatic allia Revision information No revision	Add the of	tate Any web re individually a tart typing th Yo Re oss d here. A pe can be changed	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not ential dd any documents	Hide row weigh ORDER OV And click save. Hide row weigh ORDER OV row elevant objective from try, just remove the
Date Eg., 13 Dec 2017 WBR REFERENCES Please enter each web reference link as a separ Add another link OURCTIVE REFERENCE To add additional Objectives, start typing in the empty I To add additional Objectives, click "Select anoth the list. To add additional Objectives, click "Select anoth the list. Select another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file No file chosen Files must be less than & MR. Allowed file types: jpg jpg peg peg peff. Files must be less than & MR. Allowed file types: jpg jpg peg peg peff. Files must be less than & MR. Allowed file types: jpg jpg peg peg peff. Files must be less than & MR. Allowed file types: jpg jpg peg peg perf. Files must be less than & MR. Allowed file types: jpg jpg peg peg peg perf. Files must be less than & MR. Allowed file types: jpg jpg peg peg peg perf. Files must be less than & MR. Allowed file types: jpg jpg peg peg peg peg peg peg peg peg peg p	Add the of	tate Any web re init: To remove a l init: To remove a l yo tart typing th Yo Re ess d here.	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not ential dd any documents	Hide row weigh ORDER OV And click save. Hide row weigh ORDER OV Revenues to bjective from any, just remove the
Date Eg., 13 Dec 2017 WB REFERENCES Please enter each web reference link as a separ Add another link OUECTIVE REFERENCE To add additional Objectives, click Select anoth the link. OUECTIVE REFERENCE To add additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select anoth the link OUECTIVE REFERENCE Coad additional Objectives, click Select III ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file Output Def Select III ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org Add a new file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose file IIII ATTACHMENT Please contact accreditations@rmets.org IIII Another IIIII IIII ANOTHER IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Add the of Add the of Add the of Add another link, click 'Add another link, click 'Add another ate line item. To add another link, click 'Add another objective' which will add another field for you to a be objective' which will add another field for you to a fif you have a file to upload which is not supported upload which is not supported to be objective which will add another field for you to a fif you have a file to upload which is not supported to be objective which will add another field for you to a set of the objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which will add another field for you to a set objective which which will add another field for you to a set objective which which will add another field for you to a set objective which which which will add another field for y	late Any web r I any previously s I any previously	eferences ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents here.	Hide row weigh ORDER O V And Click save. Hide row weigh ORDER O V row relevant objective from try, just remove the
Date Eg., 13 Dec 2017 WEB REFERENCES Please enter each web reference link as a separ Add another link OUJECTIVE REFERENCE To add additional Objectives, tart typing in the empty I To add additional Objectives, click 'Salect another objective FILE ATTACHMENT Please contact accreditations@rmets.org Add anew file FILE ATTACHMENT Please contact accreditations@rmets.org Add anew file Choose file No file chosen Files must be less than & MBL Allowed file types.jpg.jpg.pmg.pmg.fl. XML.sitemap Reclaring. Defluit (typicuded) UHL.put settings Revision information No revision Firiner, email and PDF versions Comment settings Closed Closed file Closed Closed file Closed file Closed Closed file Closed Closed file Closed Closed file Closed Clo	Add the of the objective of an objective of an objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five objective which will add another field for you to a five obje	Any web reliant of the second	aferences Ink, remove the text from the line et objectives will appear. Select th u can ignore Objective ferences, they are not sential dd any documents here.	Hide row weigh ORDER OV Note: The second sec

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.

Add a New Record					
Tour records					
Filter your records					
Title	СРД Туре				
	- Any -				
	Areas of Meteorology	Areas of Competency	y	Date compl	eted
	- Any -	 Any - 		▼ -Year ▼	
		Objective references	Items per pa	ge	
		- Any -	▼ 20 ▼		
Filter					
Title (Click title bel print individual rec	low to view or CPD Type cords)	Area(s) of Meteorology	Area(s) of Competency	Date Completed	
СЗ	Advisory work	Agrometeorology	C: Interpersonal skills		edit
D1	Advisory work	Agrometeorology	D: Professional practice		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.

Content Structure Store People Configuration Reports Advanced help Help	_	He	llo DBrookfield	Log
e » DBrookfield » My CPD » CPD Records » Edit Record				
it CPD Record C3	MEN	FRIT		
	VIEW	EDIT	MANAGE D	ISPLAT
itte *				
PD Type				
Advisory work				
areas of Meteorology				
None -				
Other				
Agrometeorology				
Air Pollution Meteorology				
o select more than one area of meteorology, please hold down CTRL while you select the ones that apply				
Vieas of Competency 1				
None -				
A: Application of knowledge and expertise				
B: Personal responsibility				
C: Interpersonal skills				
TTU utile you called the one care compationer, places held down CTTU utile you called the ones that apply				
O SELECT HIDLE THAT ONE CONCEPTION DEASE DOID DOWN CLEAR WHILE YOU SELECT THE ONES THAT ADDIV				
o select more than one core competency, please note down of RE wille you select the ones that apply				
o seect more than one core competency, prease noto down of RE write you select the ones that apply				
Description				
B I U X ⊡ @ @ @ @ # := ∞ ∞				
B I U X ∩ @ @ @ @ 2= := ∞ ∞				

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

Now you can go to your report.

CPD Reports

Change Password	Manage	display	Responsible for	My Details	Donations	My Subscriptions	My CPD	Orders
About RMetS CPD	Objectives	CPD Record	ds CPD Reports	Accreditation	Applications	CPD Reports for Review	Applicatio	ns for Review
A Drinter friendly								

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

entification *	Work Experience *	Evidence of Core Competencies *	Declaration *	Submit *	Administration *	
You will find membership The 'Period re typically a on	pre-populated inform area. To amend any o eview from' and 'Perio e year period (Jan to E	ation in some of the boxes below. Th f the pre-populated information plea d review to' needs to be entered. Thi Dec) for RMets and a two year period t	is is taken from se use the 'My D s is the period th for CMets.	the 'My Deta etails' tab b nat your CPD	ails' tab in your efore continuing.) Report is valid for a	and is
Type of repo RMet V Other subr RMet ed re	rt submitting *) nitting CPD as part of y easons, please choose C	our accreditation requirements, please c)ther, you will be able to save and downl	hoose RMet or CN oad your report, t	let. If using A but not subm	CCSYS for personal o it it to the Society	r
Forenames *						
David Michae	1					

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

Date			
1 Mar 2016			
E.g., 23 Mar 2017			
PERIOD REVIEW TO			
Date			
17 Mar 2017			
E.g., 23 Mar 2017			

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.

						oppen
JUALIFYING WORK E	XPERIENCE *					ORDER
Employer na	ıme *		_			
Royal Meter	orological Assoc	iation				
Employer ad	ldress *					
104 Oxford	Road					
Position *						
11						
START D	ATE *					
8 Aug 2	2016					
Eq. 131	Dec 2017					
						0.7
END DAT	E					0.
31 Jan	2018					
E.g., 13	Dec 2017					
If this is yo	our current employ	ment then please leave this field blank.				
Duration						
One and a l	Half years					
Please add a (duration that inclu	des both continuous work and also periods	s of intermittent wor	k		
Nature of w	ork					
IT						
Remove						

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.

entification *	Work Experience *	Evidence of Core Competencies *	Declaration *	Submit *	Administration *	
Identify how relevant guid	you meet each of the elines, see Details of (competencies in the course of your p Core Competencies for RMet or Requi	rofessional activi irements for CMe	ties. Details t	of the competency r	equirements are identified in the
Please note t click and pas	hat if you are pasting ste and this will copy) from Word, you can retain your for your formatting into the editor.	matting by using	g the Paste	from Word icon bela	w, at the top of the editor. Simp
						Hide row wei
CPD RECORD:	S FOR COMPETENCY A					ORDER
No items ha	ve been added yet. Click	c "Add items" to launch the widget.				
Add item	A: Application of kno	Add your (CPD Records I	iere		
B I U						
Add y	our text here					
5 N L 4 1 1						
Switch to plai	in text editor					

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

You can To select click on click the You can	use the filters at the top to find the CPD which CPD Records you want to be inclu Select All Displayed CPD Records') this w 'Close' button to return to the form. filter your records based on Title, Area o	Records that you require. Jded with this submission, click the relevant checkboxes individually (or scroll down and ill automatically add CPD Records. To remove CPD Records deselect. Once you finished or Date, please choose and click "Filter".
Title	Areas of Me	sterology You can filter
Date cor Start dat End date	npleted e -Year ▼ F -Year ▼	ilter your records here
ADD TO FORM	CPD RECORD TITLE	AREAS OF COMPETENCY
	ALL	A: Application of knowledge and expertise, B: Personal responsibility, C: Interpersonal skills, D: Professional practice, E: Professional standards
	C1	A: Application of knowledge and expertise, C: Interpersonal skills
	A3	A: Application of knowledge and expertise
	A2	A: Application of knowledge and expertise
	Al	A: Application of knowledge and expertise
	Avoiding Myth, Mayhem and Myopia: the Sallenge of climate science communicat	A: Application of knowledge and expertise, B: Personal responsibility, C: tion. Interpersonal skills, D: Professional practice, E: Professional standards
Subm	it Select all	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 <mark>5</mark> Max <mark>30</mark>
Applications	3	10	Min <mark>15</mark> 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.

ntification *						
	Work Experience *	Evidence of Core Competencies *	Declaration *	Submit *	Administration *	
ldentify how y	ou meet each of the o	competencies in the course of your p	rofessional activit	ties. Details	of the competency	requirements are
dentified in t	he relevant guidelines	, see Details of Core Competencies f	or RMet or Requir	rements for	CMet	
lease note ti	hat if you are pasting	from Word, you can retain your for	matting by using	the Paste f	rom Word icon bel	ow at the top of
he editor. Si	mply click and paste	and this will copy your formatting in	nto the editor.			,
						Hide row weights
CPD RECORDS	FOR COMPETENCY A *			ORD	ER	
✓ C1				0	•	
✓ A3				1	Ŧ	
☑ A2				2	•	
<u> </u>						
lease select m	iinimum 1 and maximu	m 6 CPD records for Core Competency A	Α.			
Add items						
-						
Competency	A: Application of kno	wledge and expertise *				
ompetency	A: Application of kno	wiedge and expertise *				
Competency B <u>I U</u>	A: Application of kno	wledge and expertise *				
Competency B I U	A: Application of kno	wiedge and expertise *	vou think." said Ch	ristopher Rol	bin to Winnie-the-Po	oh. Hearts melt.
Competency / B I U "You are brav Yes, our hear	A: Application of kno Known (Known) A: Application of known (Known) A: Application of known (Known) A: Application of known (Known) A: Application of known) (Known) A: Application of known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known) (Known)	wiedge and expertise *	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
B I U "You are brav Yes, our hear	A: Application of kno Kno ver than you believe, stra ts melted the first time v	wiedge and expertise * □ != :=	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
B I U "You are brav Yes, our hear	A: Application of kno Known of the first time o	wledge and expertise *	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
Competency of B I U "You are brave Yes, our hear	A: Application of kno Known (Compared of the compared of the compared of the compared of the compared of the first time of the first time of the compared of	wledge and expertise *	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
Competency of B I U "You are brav Yes, our hear	A: Application of kno Known was a set of the set of th	wiedge and expertise *	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
Competency A B I U "You are brav Yes, our hear	A: Application of kno Ver than you believe, stra ts melted the first time v n text editor	Image:	you think," said Ch s to his teddy bear.	ristopher Rol Those words	bin to Winnie-the-Po s touched us as childr	oh. Hearts melt. ren.
Competency A B I U "You are brave Yes, our heat Switch to plain • Allowed HT <dd></dd>	A: Application of kno Ver than you believe, stra ts melted the first time v n text editor ML tags: <a> <str< td=""><td>wiedge and expertise * iii iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</td><td>you think," said Ch s to his teddy bear. <dl> <d< td=""><td>ristopher Rol Those words t> M</td><td>bin to Winnie-the-Po s touched us as childr ore information abou</td><td>oh. Hearts melt. ren.</td></d<></dl></td></str<>	wiedge and expertise * iii iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	you think," said Ch s to his teddy bear. <dl> <d< td=""><td>ristopher Rol Those words t> M</td><td>bin to Winnie-the-Po s touched us as childr ore information abou</td><td>oh. Hearts melt. ren.</td></d<></dl>	ristopher Rol Those words t> M	bin to Winnie-the-Po s touched us as childr ore information abou	oh. Hearts melt. ren.

Declaration

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

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 *	
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	ave 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.

