

Making a CPD report

CPD reports are made up of several components.

Identification *	Work Experience *	Evidence of Core Competencies *	Declaration *	Submit *
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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.

ContentStructureStorePeopleConfigurationReportsAdvanced helpHelp

Hello DBrookfieldLog out

HomeDBrookfieldMy CPDMy CPD RecordsAdd Record

Create CPD Record

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
Aviation Meteorology
Boundary Layer Meteorology
Broadcast Meteorology

Choose the area of meteorology

Areas of Competency

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

Select the areas of competency

Description

B I U X       

Gave a Lecture on Forecasting on St Kilda.

body p

Switch to plain text editor

Allowed HTML tags: <a> <cite> <blockquote> <code> <dt> <dd>

Lines and paragraphs break automatically.

More information about text formats

Write up what you did, make sure you give it some detail so that someone else will understand

DATE COMPLETED

Date

Add the date

E.g., 13 Dec 2017

WEB REFERENCES

Any web references

Please enter each web reference link as a separate line item. To add another link, click 'Add another link'. To remove a link, remove the text from the line and click save.

Add another link

OBJECTIVE REFERENCE

You can ignore Objective References, they are not essential

To add an Objective, start typing in the empty box, as soon as you type in a part of an Objective title, any previously set objectives will appear. Select the relevant objective from the list.

To add additional Objectives, click 'Select another objective' which will add another field for you to start typing the text from the field and save the record.

Select another objective

FILE ATTACHMENT

Please contact accreditations@rmts.org if you have a file to upload which is not supported here.

Add a new file

Choose file

No file chosen

Upload

Files must be less than 8 MB.
Allowed file types: .jpg .jpeg .png .pdf.

Add any documents

XML sitemap

Inclusion: Default (excluded)
Priority: Default (0.5)

URL path settings

Automatic alias

Revision information

No revision

Printer, email and PDF versions

Comment settings

Closed

Authoring information

By DBrookfield

Publishing options

Published

Click Save

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.

[Add a New Record](#) 

Your records

Filter your records

Title	CPD Type			
<input type="text"/>	- Any -			
	Areas of Meteorology	Areas of Competency	Date completed	
	- Any -	- Any -	-Year	
		Objective references	Items per page	
		- Any -	20	

[Filter](#)

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	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.

The screenshot shows the 'Edit CPD Record C3' page on the R-METS website. The page layout includes a dark header with navigation links and a user profile. The main content area is light gray and contains several form fields:

- Title**: C3
- CPD Type**: Advisory work
- Areas of Meteorology**: Agrometeorology, Air Pollution Meteorology
- Areas of Competency**: A: Application of knowledge and expertise, B: Personal responsibility, C: Interpersonal skills
- Description**: (Empty text area)

Red arrows point to the 'Areas of Competency' dropdown menu, indicating the selection of core competencies.

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

Now you can go to your report.

CPD Reports

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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

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

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

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
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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>															
<p>Hide row weights</p>															
<table border="1"><thead><tr><th>QUALIFYING WORK EXPERIENCE</th><th>ORDER</th></tr></thead><tbody><tr><td><div>Employer name Royal Meteorological Association</div><div>Employer address 104 Oxford Road</div><div>Position IT</div><div>START DATE 8 Aug 2016 E.g., 13 Dec 2017</div><div>END DATE 31 Jan 2018 E.g., 13 Dec 2017 <small>If this is your current employment then please leave this field blank.</small></div><div>Duration One and a Half years <small>Please add a duration that includes both continuous work and also periods of intermittent work</small></div><div>Nature of work IT <button>Remove</button></div></td><td>0 ▼</td></tr><tr><td colspan="6"><div><button>Add another item</button></div></td></tr></tbody></table>						QUALIFYING WORK EXPERIENCE	ORDER	<div>Employer name Royal Meteorological Association</div> <div>Employer address 104 Oxford Road</div> <div>Position IT</div> <div>START DATE 8 Aug 2016 E.g., 13 Dec 2017</div> <div>END DATE 31 Jan 2018 E.g., 13 Dec 2017 <small>If this is your current employment then please leave this field blank.</small></div> <div>Duration One and a Half years <small>Please add a duration that includes both continuous work and also periods of intermittent work</small></div> <div>Nature of work IT <button>Remove</button></div>	0 ▼	<div><button>Add another item</button></div>					
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<div><button>Add another item</button></div>															
<div><button>Save</button> <button>Save and close</button> <button>Delete</button></div>															

CPD Records Reference Widget Advanced Close Window

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> <cite> <blockquote> <code> <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 *
<div><input checked="" type="checkbox"/> Declaration *</div> <p>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.</p> <div><button>Save</button><button>Save and close</button><button>Delete</button></div>					

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