**RMet CPD Report Submission Process**
The competency requirements specify the professional skills and attributes that you are expected to maintain, and you will need to demonstrate how you continue to meet each of the following core competencies in the course of your professional activities:

> A: Application of knowledge and expertise – Identify and use relevant scientific understanding, methods and skills to address broadly-defined, complex problems.
> B: Personal responsibility – Exercise personal responsibility in planning and implementing tasks.
> C: Interpersonal skills – Demonstrate effective interpersonal skills.
> D: Professional practice – Apply appropriate theoretical and practical methods.
> E: Professional standards – Demonstrate a personal commitment to professional standards.

You should submit your CPD Report using the online system, ACCSYS. ACCSYS has been designed to allow you to record CPD activities and create a CPD Report. It allows you to create personal Objectives linked to relevant CPD Records.

CPD Records can be added at anytime during the year using the 'CPD Records' tab and when you are ready to submit your CPD Report click the 'CPD Report' tab and create a new report. When completing your CPD Report you will collate a selection of CPD records stored in the system relevant to each core competency. You should aim to link at least one CPD Record as evidence for maintaining each core competency and a CPD Record may be of relevance to more than one competency. Within the description of each of the selected CPD Records you should explain how this relates to the competency. You should also use the Evidence of Core Competencies tab in the CPD Report to provide further narrative about how you have met the required competencies. If you need more information about the Core Competencies, these are defined in the RMet Guidance Notes, which can be found here.

Please be as specific as possible when submitting CPD Records, for example by quoting specific papers, texts, conferences, seminars, activities etc. that you have found to be useful in maintaining professional currency.
A full list of those activities recognised by the Society as contributing to CPD can be found here.

You should note that ACCSYS will undergo further development in the coming year and so next year's process may vary slightly from what you see now.

ACCSYS is used as part of the review process. The Reviewer will refer to the

CPD Records you have selected as well as the Evidence of Core Competencies section - and may also inspect any other Records not specifically linked to the core competencies.

The CPD Report must be completed and submitted by 18th February 2020 and the target date for completion of the CPD Review for all those being reviewed is 17th March 2020, after which time you will be advised of the outcome.

If you have any questions regarding ACCSYS or your CPD report, please email accreditation@rmets.org.