

## Contents

CPD Report – Guidance for accredited meteorologists.....	1
Introduction.....	1
Activities that contribute to CPD .....	1
ACCSYS.....	2
CPD Records .....	2
CPD Reports.....	2
Identification tab .....	2
Work Experience tab .....	2
Evidence of Core Competencies tab .....	3
Declaration tab .....	3
Submit tab .....	3
CPD Reports – some general considerations .....	3

# CPD Report – Guidance for accredited meteorologists

## Introduction

When you receive RMet or CMet Accreditation, you make a commitment to maintain your professional currency in a way that can be verified by the Royal Meteorological Society (RMetS.) This means that you keep your knowledge and practice up to date through a process of Continuing Professional Development (CPD). Some professions insist that their accredited members attend CPD events which formally count towards maintenance of accreditation, but the RMetS accreditation scheme gives you much more freedom to choose how you demonstrate that you are maintaining your professional currency and meeting the core competencies.

## Activities that contribute to CPD

CPD covers technical and professional topics and should be undertaken continuously throughout your working life. CPD activities can be undertaken in the workplace or external to the workplace. There is a wide range of activities that can contribute to CPD such as involvement in professional events, workplace learning, developing resources, acting as an expert, and promoting and inspiring others. For more information about activities that can be considered relevant to CPD go to <https://www.rmets.org/continuing-professional-development>. CPD needs to be within the scope of your professional activities, and it is expected that the majority will relate to the field of meteorology.

The CPD Records you submit should provide evidence that you:

- Maintain the competencies assessed when accreditation was conferred

- Continue to further develop your knowledge and skills
- Keep up with the advances in meteorology in general and your specialist area(s) in particular
- Steadily improve your experience, capability and contribution

## ACCSYS

RMetS has an online tool – ACCSYS – for accreditation applications, recording your personal CPD activities, and for preparing and submitting your regular CPD Reports. Once you log into the RMetS website, ACCSYS can be accessed either directly from the link at the top in the main banner, or via My Dashboard -> Interests.

### CPD Records

From ACCSYS go to the 'CPD Records' tab then scroll down and click on the button 'Add a New Record.'

RMetS has produced a short video on how to add new records at <https://youtu.be/onTET-TWDyc>

You should regularly add new CPD Records in ACCSYS as you complete them. It is much easier to add CPD Records in real time as they are fresh in your mind and details are still clear, and it should then only take an hour or two to write the linking text for each competency when you are asked to submit the CPD Report. It is important to record the completion date correctly so that the activity can be matched to a specific CPD review cycle. Some activities are ongoing, so these can be either duplicated in each two-year period, or the date changed so that it falls within the current review period.

When entering a new CPD Report, as well as fields for 'Title', 'CPD type', 'Areas of Meteorology' and 'Areas of Competence' there is a 'Description' field and it is very helpful if you put here not just what you did, but what your role was and how the activity contributes to CPD. As an example, if you attended a seminar, were you an active participant or were you an audience member? If formal training was undertaken what was covered, what were the objectives or learning outcomes?

### CPD Reports

The call for reports will be sent out typically in mid-March with the deadline for submission at the end of April. Reports will cover the previous two calendar years. The CPD Records selected in the report should have a completion date within this period.

From ACCSYS go to the 'CPD Reports' tab then scroll down and click on the button 'Create new CPD Report.'

*Identification tab* – when entering dates for the period of review, select the start and end date of the full period so for example the start date would be 1st January 2021 and the end date 31st December 2022.

*Work Experience tab* – please make sure you provide sufficient detail about your daily work in the 'Nature of Work' field, so that the assessor has a clear idea of the actual roles that you undertake. Two to three sentences should be used to fully describe your work in this section.

*Evidence of Core Competencies tab* – use the ‘Add Items’ button to select and add CPD Records. You can select up to a maximum of six records for each of the core competencies which are:

- 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.

Where possible you should try and choose specific CPD Records to match the competency being addressed, rather than just use the same few generic records for all the competencies. This helps the assessor to better understand how you are maintaining your professional currency.

Once you have added the required CPD Records, you will need to provide some linking text for each competency in the text box provided under each competency. Ideally you want to convey to an assessor a sense of how you have maintained the competencies and developed your knowledge with reference to the specific CPD Records you have selected for that competency. In each section, you should aim to write between 100 and 200 words. A concise and punchy few sentences explaining how you have used the specific CPD Records selected for that given competency should be sufficient to paint a clear picture of your professional development to the assessor.

In the main guidance notes for RMet and CMet, a number of indicators are listed under each of the main competencies, but in the CPD Report you only need to address how you have maintained each core competency.

*Declaration tab* – this contains a single check box to be ticked which states formally that you certify that the statements made in the CPD Report are true and complete.

*Submit tab* – this contains a single check box to be ticked once you are sure that you have finished the report and are happy to submit it. Once the report is submitted it cannot be edited further.

### **CPD Reports – some general considerations**

The Accreditation Board has appointed a Panel of CMets to review CPD Reports. Members of the Panel work voluntarily on this task as part of their professional practice and also submit their own CPD Reports for review.

Your goal should be to describe to the assigned assessor clearly and concisely how you have maintained your professional currency and met the core competencies. There is no point scoring process for creating a successful CPD Report; there are many strands to the field of meteorology, and it is up to you to decide on the best way to explain to an outside reviewer how you have kept up to date and developed your skills during the review period. When compiling your CPD Report you should try to focus on projecting positively how you have maintained the core competencies. Good presentation of your CPD Report is vital, as this in itself is a mark of professional competence and a commitment to adhere to professional standards.

You should always spell check your CPD Report before submission, and if necessary, ask someone else to proofread if for you.

It is important to remember that RMetS CPD Reports are separate from any assessment processes in place from your employer. These internal processes can be referred to in your CPD Report, but the fact that you are doing your job satisfactorily for your employer does not automatically prove that you are maintaining the core competencies conferred by RMet or CMet accreditation.

You will be given several weeks' notice of the deadline for delivering your CPD Report. If there is some exceptional circumstance that prevents you from delivering your CPD Report on time you should notify RMetS in advance and agree a revised deadline.

If the reviewer of your CPD Report judges it to be unsatisfactory, it will be reviewed again by another member of the Panel. If this outcome is confirmed, you will be advised about where your CPD Report falls short of expectation and given an opportunity to re-submit within a specified time.