

# INSTITUTE OF TRANSLATION & INTERPRETING



[www.iti.org.uk](http://www.iti.org.uk)

## CONTINUING PROFESSIONAL DEVELOPMENT RECORD

\_\_\_\_\_ (name)

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

**Tel No** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Grade of ITI Membership** \_\_\_\_\_

<b>Academic qualifications</b>	<b>Date awarded</b>
--------------------------------	---------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

<b>Membership of other institutions/associations</b>	<b>Date accepted</b>
--	----------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

ITi, Fortuna House, South Fifth Street, Milton Keynes, MK9 2PQ, UK

Tel: 01908 325 250

[www.iti.org.uk](http://www.iti.org.uk)

© 2010

## **Guidelines for Continuing Professional Development**

Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional duties throughout your working life.

*Five key areas in which you might pursue CPD:*

- ① Language skills
- ② Subject knowledge
- ③ Business skills
- ④ Tools and technology
- ⑤ Personal development

*What kind of training or activity would qualify?*

There are no 'approved' CPD events: the onus is on you to maintain and develop your professional skills, so CPD is personal to each individual.

1. Courses and conferences organised by ITI, its Networks or Regional Groups.
2. Courses organised by universities, including distance-learning courses; adult education classes organised by local authorities; in-house training.
3. On-line tutorials and e-learning.
4. Research work, eg MA thesis.
5. Preparing and delivering lectures, presentations, seminars or workshops.
6. Writing articles, dictionary or website reviews.
7. Acting as a mentor, examiner or assessor for ITI or another professional association; committee work in ITI or other professional body.
8. To maintain your foreign language skills: visits, reading, radio, TV.
9. To maintain your specialist subject knowledge: reading specialist publications, journals and other literature in your subject(s); visiting specialist libraries and technical installations; attending conferences or workshops organised by other professional bodies, in your area of specialisation.

*How much CPD should you do?*

The aim is to achieve a minimum of 5 days' CPD a year.

- A 'CPD day' is made up of 6 hours. Members should aim for a minimum of 5 days' CPD per year, totalling 30 hours (eg Translation Workshop + Network events + lectures, visits, reading).
- Use the boxes on the back page of the booklet to add up your CPD hours.

### ***How to use your CPD record***

- a) Use your CPD Record to note CPD (p3) and all CPD activity undertaken throughout your career (pp5-8). Enter details of duration and date; where appropriate ask the training provider to sign.
- b) Add a short comment on how you have benefited from the event or activity.
- c) Plan the CPD that you would like to undertake over a 3-year period, noting the type and duration of these activities (p4). Review this annually, eg: Advanced MS Word course; Interpreters' note-taking course; Short course on translation memory; Voice workshop; Stress management course.

Keep this booklet close by you, together with ITI Factsheets 40 and 41 - *Continuing Professional Development for ITI members*





**Record of Continuing Professional Development  
20.... – 20....**

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

**Record of Continuing Professional Development  
20.... – 20....**

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

**Record of Continuing Professional Development  
20.... – 20....**

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

**Record of Continuing Professional Development  
20.... – 20....**

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

Activity		Date
Provider	Signature	Hrs/days
Benefit of this activity:		

**CPD hours completed each year**

(6 hours = 1 CPD day; aim for 30 hours or 5 days per year)

**Year 20..**

1	2	3	7	8	9	13	14	15	19	20	21	25	26	27
4	5	6	10	11	12	16	17	18	22	23	24	28	29	30

**Year 20..**

1	2	3	7	8	9	13	14	15	19	20	21	25	26	27
4	5	6	10	11	12	16	17	18	22	23	24	28	29	30

**Year 20..**

1	2	3	7	8	9	13	14	15	19	20	21	25	26	27
4	5	6	10	11	12	16	17	18	22	23	24	28	29	30

If you have any questions about CPD, contact ITI's Education Officer:  
education@iti.org.uk