

INSTITUTE OF TRANSLATION & INTERPRETING



www.iti.org.uk

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

_____ (name)

Address _____

Email _____

Website _____

Tel No _____ **Mobile** _____

Grade of ITI Membership _____

Academic qualifications	Date awarded
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_____	_____
_____	_____
_____	_____

Membership of other institutions/associations	Date accepted
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_____	_____
_____	_____
_____	_____

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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 Information Sheet No 40 - *Continuing Professional Development for ITI members.*

CPD preceding this record

Date	Activity

**Targets for future CPD
Three-year plan (20.... – 20....)**

Period	Activity	Duration (hrs/days)	Tick when completed

Ongoing CPD (eg journals, TV and radio, websites, visits)

**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 200..

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 200..

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 200..

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