

INSTITUTE OF TRANSLATION & INTERPRETING



www.iti.org.uk

CONTINUING PROFESSIONAL DEVELOPMENT RECORD

Name _____

Membership Number _____

Grade of ITI Membership – Student
Associate
PCI
MITI
FITI

| Membership of other institutions/associations | Date accepted |
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Guidelines for Continuing Professional Development

What is CPD?

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.

What are the key CPD areas for translators and interpreters?

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

What kind of training or activity would qualify as CPD?

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, including ITI webinars.
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. Activities to maintain your foreign language skills: visits, reading, radio, TV.
9. Activities 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 record your CPD hours.

How to use your CPD record

- a) Use your CPD Record to note CPD and all CPD activity undertaken. 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).
- d) Review CPD annually.

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....**

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|---------------------------|-----------|----------|
| Activity | | Date |
| Provider | Signature | Hrs/days |
| Benefit of this activity: | | |
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| Activity | | Date |
| Provider | Signature | Hrs/days |
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**Record of Continuing Professional Development
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| Activity | | Date |
| Provider | Signature | Hrs/days |
| Benefit of this activity: | | |
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CPD hours completed each year

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

Year 20..

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| 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..

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|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
| 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..

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|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
| 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