



Institute Of Translation and Interpreting

CONTINUING PROFESSIONAL DEVELOPMENT

CPD USER GUIDE

*Promoting the highest standards in the profession
Continuing Professional Development (CPD)*



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1. Introduction

CPD – Continuing Professional Development – is all about honing your existing professional skills and learning new ones. It’s about keeping up to date, broadening and deepening your subject knowledge, discovering new specialisms and learning about new technologies. And it’s about contributing to and improving our profession.

Everyone’s individual CPD needs are very personal to them. Because of this, we don’t have a list of approved activities and it is your responsibility to work out what you need. The ITI Code of Professional Conduct requires practising members to undertake CPD, as appropriate. So to encourage you to do so, ITI provides a means for logging your CPD and subdividing it into Formal and Self-directed. We also set a minimum number of hours to undertake and log in a year. This amounts to an average of less than 40 minutes a week. By logging your CPD on the ITI website, you can also demonstrate via your profile or directory entry that you are regularly undertaking CPD.

Because CPD is personal to the individual, the logging system is only available to individual members and not to corporate members.





2. Overview

Your CPD will be:

- your responsibility
- continuous throughout your membership year¹
- an honest account of your training and development

The CPD target is 30 hours (five days) of CPD per membership year. See page 6 for a CPD activity guide. One CPD day is worth 6 hours.

Please note:

- Evidence of your CPD is vital when applying for higher grades of ITI membership.
- ISO 17100 certified translation companies require their translators to provide proof of CPD. The “CPD Achieved” certificate is usually sufficient evidence.
- Set yourself a diary reminder so you do not forget to log your CPD before the end of your membership year.
- No additions or amendments to previous membership years can be made, either by yourself or by ITI staff.
- You can only access your CPD record whilst a member of ITI. ITI staff cannot provide you with any CPD information once you have left ITI.

¹ For members who joined before 2 May 2020, the start and end dates for your CPD year are 1 May to 30 April. As of 2 May 2020 we are introducing rolling membership years. Therefore, if you join from 2 May 2020 onwards, your membership year will start on the day you join.



3. How will CPD benefit me?

Like most professionals, translators and interpreters need to keep up to date with new working methods, tools, and techniques. Undertaking CPD clearly demonstrates to your existing and potential clients that you are serious about giving them the best possible service.

When you let your clients know you are attending a conference in their field, your clients will take this as an indication of your willingness to invest in learning more about their work, which can only help to reinforce your working relationship.

Undertaking CPD can benefit you and your career in many ways:

1. Evidence of your commitment to your career and your professionalism
2. Deeper understanding of your specialist field
3. Potential to earn more
4. Improve your productivity, efficiency, and confidence
5. Learn a new specialism
6. Keep up to date with your source language
7. Marketing tool: boost your professional profile with clients
8. Major contribution towards gaining FITI status
9. The ITI CPD facility is free to use as a benefit of being an ITI member
10. Downloadable ITI certificate available to all members on completion of the CPD year



4. What constitutes CPD?

ITI does not provide a list of approved CPD activities and the table below is for guidance only.

A **formal** CPD activity is a structured activity with a stated learning outcome, designed to meet a specific learning or development need. It is typically interactive or proactive and will generally involve a form of certification at the end.

A **self-directed** CPD activity is an unstructured or informal activity that meets a learning objective but may not have been undertaken specifically for that purpose. It is generally unaccompanied.

Formal (Certificated)	Self-directed (Non-certificated and private study)
ITI and non-ITI training courses (including distance-learning, adult education, in-house training)	Reading (ITI Bulletin, news articles, books, journals, and other literature in your specialist subject)
Language courses (institutional and online)	Professional research work (MA thesis)
Examinations (DipTrans, diploma in area of specialisation, legal exams etc.)	Practising your language skills and subject knowledge by listening to radio/podcasts or watching TV/films
Workshops in your area of specialisation (medical, legal, technical etc.)	Contributing to industry-related literature (I.e. ITI Bulletin, journals, blogs, research papers etc.)
Online tutorials, webinars and e-learning (MOOCs, online courses etc.)	Participating at events, career fairs, seminars or similar (e.g. in a supporting role)
Seminars, lectures organised by universities	Preparing and delivering presentations at events, career fairs, seminars or similar (ITI-related or other)
Conferences (ITI, SENSE, MET, ATA, other conferences in your area of specialisation)	Lecturing, teaching (at educational institutes or other)
	Supporting ITI with PR /marketing activity
	Acting as a mentor / examiner / assessor
	Other activities to maintain language skills (e.g. visits to exhibitions, library, museums)
	Contributing to the profession (e.g. committee work in ITI, network/regional group, other professional body; voluntary work for charity e.g. TWB, crisis communications, talking to schools)
	Networking
	Reviewing software
	In-house training for staff translators
	Visits to technical installations or client premises



Types of CPD

The types of CPD listed below can fall into both Formal and Self-directed categories. You will be required to categorise your CPD activity into one of these when you fill out your CPD record in the CPD logging tool.

The key CPD types (skills areas) that your CPD will fall into:

Language Skills | Developing and improving your language skills. Formal CPD could include attending a training course in a specific language. Self-directed CPD could be reading newspapers in the language you wish to develop.

Translation Skills | Extending and improving your translation skills. Formal CPD could include courses/workshops in translation such as translation workshops or the online ITI SUFT and Advancing Your Freelance Translation Career courses. Self-directed CPD could be networking with other translators or shadowing other translators.

Interpreter Skills | Extending and improving your interpreting skills. Formal CPD could include courses in other types of interpreting – public service, sign language. Self-directed CPD could be networking with other interpreters or shadowing other interpreters, improving on note-taking skills, public speaking.

Subject Knowledge | Developing and maintaining your specialist subject knowledge. Formal CPD could include attending a specialist workshop. Self-directed CPD could be reading specialist publications / literature.

Business Skills | Extending and improving your entrepreneurial skills. Formal CPD could be attending a course on book-keeping, tax matters or website development. Self-directed CPD could include networking with your local Chamber of Commerce or learning new software.

Professional Contribution | Building up your professional profile and contributing to the profession. Formal CPD for Professional Contribution may not be certificated; therefore, if you created and presented an industry-related webinar this would fall into this category. Self-directed CPD could be participating in a regional or language network, delivering industry-related presentations to local schools or universities or contributing to business forums.

Technology Skills | Developing and keeping up with the latest technology. Formal CPD could include attending a Dictation workshop. Self-directed CPD could be shadowing other translators whilst they demonstrate the latest software or show you how to use an app.

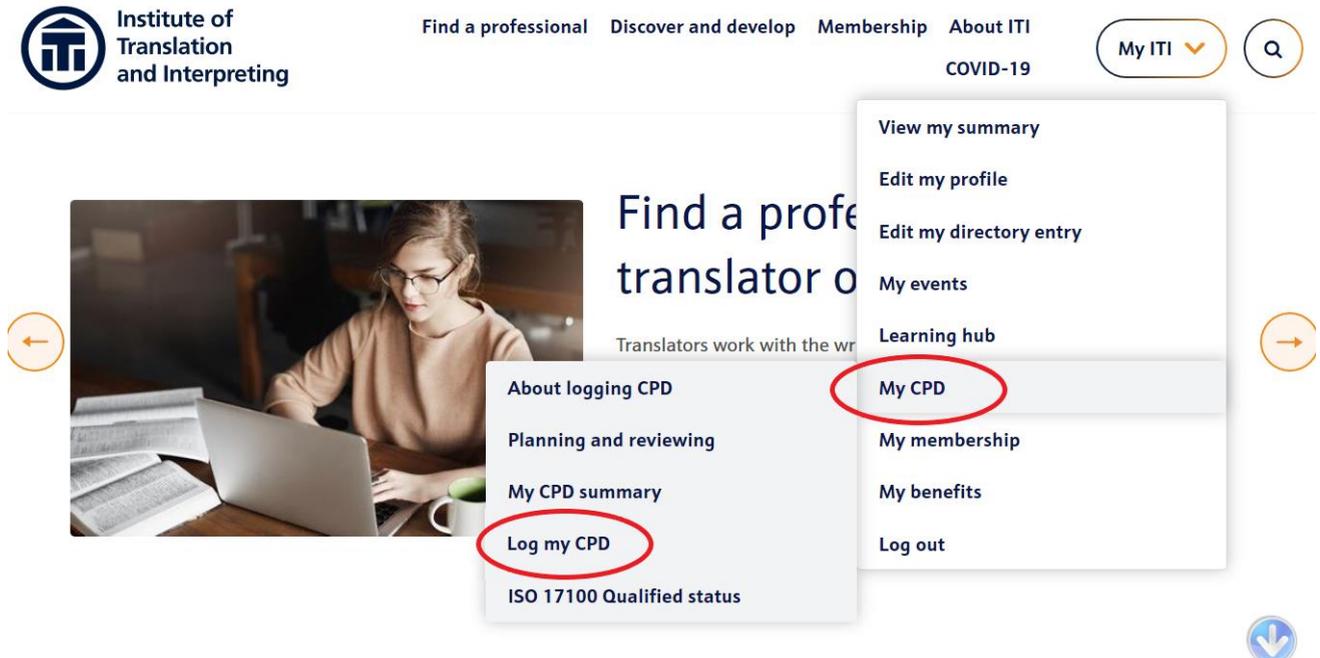
Mentoring | Learning from your peers to improve your translation skills. Formal CPD could include translating a project your mentor previously did and then reviewing it together. Self-directed CPD could be networking with other translators or shadowing other translators.

Other | Any other relevant activity that does not fall into one of the above categories.



5. Logging your CPD on the ITI website

To access My CPD, log in to My ITI and select My CPD from the drop-down menu under My ITI.

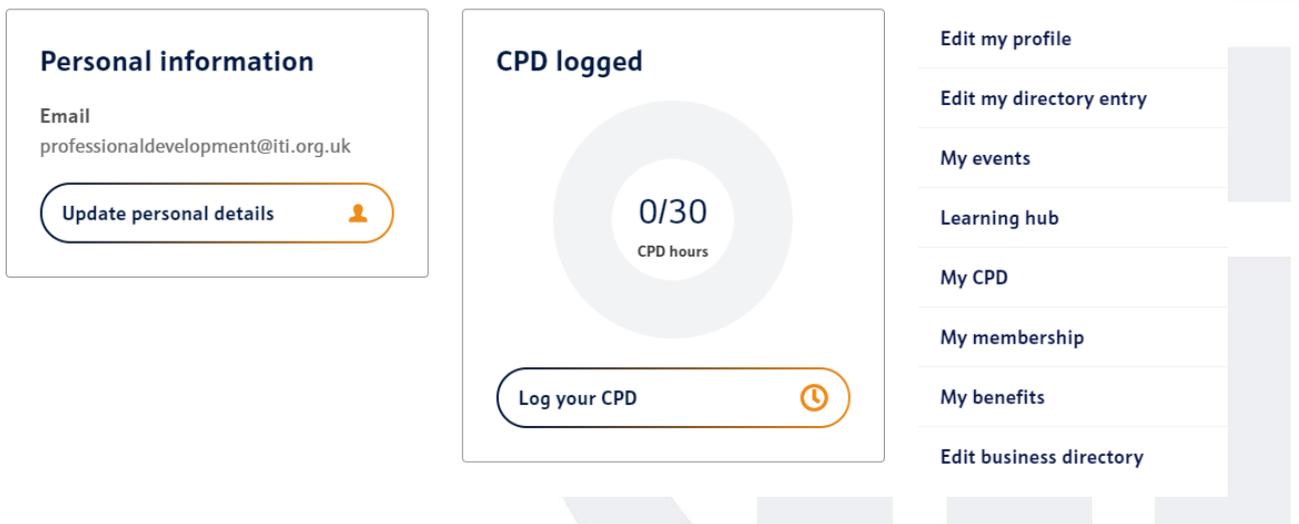


The My CPD area contains lots of useful resources relating to CPD, as well as the option to log your CPD.

To log a new CPD activity, click on the **Log my CPD** button.

Alternatively, you can go to the My ITI summary page, which contains a summary of the CPD you have logged to date:

Welcome back, Ann Brooks





Log your CPD

When you click on the **Log my CPD** button, the following screen will open:

Log my CPD

Use the ITI CPD log to record your CPD activity throughout the membership year. Complete 30 hours and download your CPD Achieved certificate and logo.

Activity title *

CPD type *

Formal Self-directed

Skills area *

Format of training *

1. Enter the **Activity title**.
2. Choose from **Formal or Self-directed** (check page 6 for descriptions).
3. Select the **Skills area** you are logging your CPD against from the drop-down menu (check page 7 for definitions):

CPD type *

Formal Self-directed

Skills area *

- Please select
- Business skills
- Interpreting skills
- Language skills
- Mentoring
- Professional contribution
- Subject knowledge
- Technology skills
- Translation skills
- Other

my CPD

- About logging CPD
- Planning and reviewing
- Log my CPD** →
- My CPD summary
- ISO 17100 Qualified status

My membership

My benefits

Edit business directory



4. Select the training format from the drop-down menu:

Skills area *

Please select

Format of training *

Please select

- Please select
- Attending conferences, workshops and lectures
- Committee or outreach work
- Online tutorials, webinars and e-learning
- Preparing and delivering lectures, presentations, seminars or workshops
- Professional skills or academic courses (face to face or online)
- Reading technical materials, books, journals, magazines
- Watching news, films, series, documentaries
- Writing articles, dictionary or website reviews
- Other

Planning and reviewing

[Log my CPD](#)

[My CPD summary](#)

[ISO 17100 Qualified status](#)

[My membership](#)

[My benefits](#)

[Edit business directory](#)

5. Insert the cost of your training under **Cost of CPD** so that you can keep a record of your investment in your development (optional).
6. There is also the option to enter a **description** of what you learned and to insert future development notes.

Review each piece of CPD you undertake, preferably as you do it. Make notes here on what you gained from it in terms of elements that can be applied to your professional practice. Include any areas that still need work under **Future development**.

What did you learn notes

Future development notes

7. Check all the details before you press **Submit**. If you need to, you can edit this entry once you have submitted it by clicking the **Edit record** button.



Edit an activity

To edit an activity, click the **Edit record** button to the right of the activity you want to amend. Once you have made the changes, click on **Submit** again to resubmit your amended record.

Please note that only CPD activities from the current membership year can be edited.

12 July 2020

Translation workshop

Date activity completed 12 July 2020	Hours logged 7 hours	Edit record
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To delete a record, click on **Delete** button at bottom right. When you click Delete, the item will permanently disappear from your CPD record.

Log my CPD

Use the ITI CPD log to record your CPD activity throughout the membership year. Complete 30 hours and download your CPD Achieved certificate and logo.

The fields marked with an asterisk (*) are mandatory.

Activity title * ⓘ

CPD type * ⓘ
 Formal Self-directed

Skills area *

Format of training *

Hours logged * Date completed *

Cost of CPD

What did you learn notes ⓘ

Future development notes ⓘ

- [Edit my profile](#)
- [Edit my directory entry](#)
- [Edit organisation](#)
- [Edit business directory](#)
- [My events](#)
- [Learning hub](#)
- [My CPD](#)
 - [About logging CPD](#)
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- [My membership](#)
- [My benefits](#)

[← Return to listing](#) [Update](#) [Delete](#) →



My CPD summary

This is where you can find details of your CPD for the year and add a CPD plan:

My CPD summary

CPD logged



7/30
CPD hours

Log your CPD

Add CPD plan +

Once you have achieved 30 hours, you can download your email banner and logo for the current membership year by clicking on the **Download** buttons that appear on the right-hand side of the screen. You can also download the email banner and logo for the two previous years when you have achieved your 30 hours by changing the year at bottom right of the screen.

My CPD summary

CPD logged 2020/21



35/30
CPD hours

Log your CPD

Download email banner for 2020/21

Download logo for 2020/21

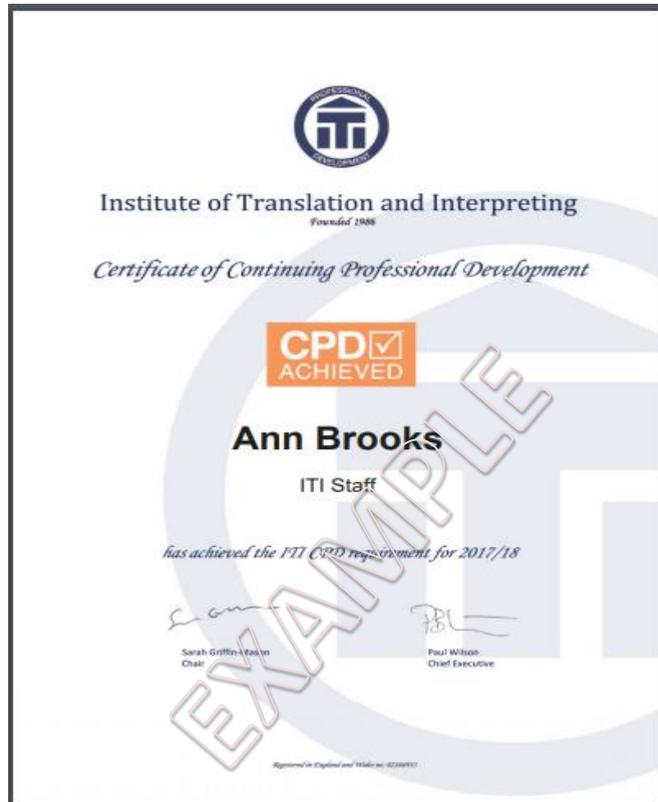
Add CPD plan ⚙️

Download certificate 📄 Download activity report 📄

Year: See all ⓘ



To download your CPD Achieved certificate, click the **Download certificate** button. The **Download activity report** button provides you with a summary of all the CPD that you have undertaken for the year, which you can share with your clients.



If you are a Qualified Member or a Fellow of ITI, the CPD Achieved logo will automatically appear in your ITI Directory Profile.

CPD Summary Table

Date	Activity title	Hours
04/05/2020	New ways of showcasing yourself and your profession – Karen McMillan Tkaczyk (ITI conference 2019)	1.00
06/05/2020	Getting to the source (ITI webinar about living and working in Switzerland)	1.00
07/05/2020	Formatting in MS Word (ITI webinar)	1.00
08/05/2020	Excel: conditional formatting (free webinar streamed by the University of Essex)	2.00
17/05/2020	Create a professional online presence (Future Learn)	4.00
18/05/2020	Digital skills: social media for business (Future Learn)	2.00
19/05/2020	Europe and the law – introductory level Society, Politics and Law course (OpenLearn)	20.00
20/05/2020	Embracing the flexible future – Lizzie Penny & Alex Hirst (ITI conference 2019)	0.50
20/05/2020	From sole operator to translation coordinator - Ros Schwartz (ITI conference 2019)	1.00
21/05/2020	Covid 19 (ITI webinar)	1.50
21/07/2020	A conversation with: the pioneers of Workstyle	1.00
	Total CPD hours 2020/21	35.00



6. ITI Code of Professional Conduct & CPD

The ITI Code of Professional Conduct states the following about CPD:

Principle 2 – Professional Competence

1. Continuing Professional Development

- 1.1 For as long as they continue in practice, members and, in the case of corporate members, their translator and interpreter employees, are required to undertake continuing professional development as appropriate, in order to continue to offer the highest possible standards of work by maintaining and updating their language skills, subject knowledge or any other skills or knowledge necessary for the work.

The ITI Code of Professional Conduct can be viewed on the ITI website:

<http://www.iti.org.uk/about-iti/professional-standards.html>

For more information on Professional Development and our workshops, courses and events please visit <https://www.iti.org.uk/discover/learn-and-develop.html>

