

# Welcome to this forum on CPD and Chartered Status

# Before we begin:



All information, forms and other details are online.

Go to [www.thecqi.org](http://www.thecqi.org)

Then click "The CQI"

Then "Membership"

# Quality is everyone's business



A wise man once said that 'quality is everyone's business'.

We agree wholeheartedly. But more than that, we believe that business and industry can only achieve a sustainable approach to quality if competent people are employed to deliver it.

# The future

- Quality professionals will need to be mentors first; doers second
- Quality professionals will be asked to take on a wider range of responsibilities:
  - Integrated management system (HSE, environment, knowledge and data management, etc)
  - Management of risk
  - Corporate care

# CQP – the new competency set

- Business direction
- Product development/improvement
- Customer focus
- Assurance
- Integrated management, CSR, HSE, Environment
- Business improvement
- Problem solving and decision making (root cause analysis)
- Management system analysis and design
- Supply chain management

# Individual chartered status

- Existing MCQIs and FCQIs have been offered the choice to become chartered or remain at the non-chartered grade
- New members are encouraged to become CQPs
- All chartered quality professionals will be required to undertake CPD (annual sample to check)
- Members who elect to become CQP may refer to themselves as *chartered quality professionals*

# CPD – the base requirements

- Chartered Quality Professionals are required as a minimum to undertake the following CPD:
  - identify and plan personal learning objectives for the coming year,
  - record learning activities and outcomes and
  - assess the extent to which learning objectives have been achieved
  - retain records of the above

# CPD – the new approach - 1

- 2 key issues for members
  - How do I stay up-to-date with developments in my profession
  - How do I develop my competencies to achieve my personal professional goals
- To develop new competencies members will need to
  - Acquire new knowledge (using internet, publications, peers or even training courses!)
  - Apply this knowledge in the workplace
  - Develop the new competency and assess how successful they have been

# CPD – the new approach - 2

- No more CPD points
- No minimum hours of CPD. (CQI recommends 25 hours of CPD per year for a member actively engaged in the profession)
- Members must take responsibility for their own personal professional development
- CPD is about developing yourself to become more valuable to your employer, yourself, your colleagues and your profession.
- It is not primarily a tool to police individual chartered members and re-grade those who do not undertake CPD

# CPD – the new approach - 3

- Annual CPD objectives should be based on employer, client and your own requirements as well changes in quality practices
- The amount of CPD should be proportionate to your professional commitments and CQI recognises that members may be required to undertake other CPD schemes
- If members have personal development plans at work these can be used

# CPD – example of CPD plan

Learning objectives

Develop an understanding of the EQF Excellence model to a sufficient degree to determine if we should use it

Actions/Success indicators

The successful evaluation of the EQF Excellence model by the Board

Self assessment

Although the EQF Excellence model was not adopted, this learning objective was 90% successful and will be developed to include the balanced scorecard during the coming year

# Developing your potential

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Continuing professional development (CPD) is about developing your personal professional skills and knowledge. CPD should be proportionate and relevant to your role.

# What does CPD consist of?

In brief, chartered individuals are required to undertake and keep records of the following:

- identify personal learning objectives for the coming year
- plan and record learning activities and outcomes
- assess the extent to which learning objectives have been achieved over the past year

# Your long-term development assessment

If appropriate, start by carrying out an assessment of what you wish to achieve during the medium/long term.

- a. changes in the quality approaches and the BOQK which affect your work as a quality professional
- b. changes in your work that may require you to develop new knowledge and skills
- c. CPD and development required by your employer(or business) or your clients

# Long Term Development Plan (CQI00006)



NAME: \_\_\_\_\_ - CQI CONTINUING PROFESSIONAL DEVELOPMENT

## LONG TERM DEVELOPMENT PLAN

<p>STRENGTHS How can I build on these?</p> <p>OPPORTUNITIES How can I grasp these?</p>	<p>WEAKNESSES How can I improve these?</p> <p>THREATS How can I neutralise these?</p>
<p><b>LIFE PLAN: What do I want from my life and career in the next 10-15 years? List your four KEY aims.</b></p>	
<p>1</p> <p>3</p>	<p>2</p> <p>4</p>
<p><b>ORGANISATIONAL TARGETS: What does my employer want from me in the foreseeable future? Do I have the skills and competencies to deliver?</b></p>	
<p>1</p> <p>2</p> <p>3</p> <p>4</p>	
<p><b>MAIN LONG TERM DEVELOPMENT GOALS: Identify my four most important development goals. More specific detail can be added to the three year development plan.</b></p>	
<p>1</p> <p>3</p>	<p>2</p> <p>4</p>

# What is a CPD activity log?

**The CQI planning sheet** can be used for this purpose.

How you assess your needs, plan and undertake the learning, develop the skills, reflect on the extent of your achievement and keep records is an individual choice.

**The CPD log** has been designed to record the activities that you have completed during each 12-month period. It should have an explanation of what you learned, the extent to which you achieved your learning objective and how you applied this learning to your work as a quality professional.

# CPD Planning Sheet (CQI0007)



Name: \_\_\_\_\_ CQI Membership Number \_\_\_\_\_ For period \_\_\_\_\_ to \_\_\_\_\_

This form can be used to demonstrate the extent to which you meet the CQI CPD requirements for Chartered Quality Professional. Columns 1 and 2 should be completed in advance with your planned development objectives and proposed CDP activities, column 3 should be filled once you have completed your proposed actions. The CQI Generic CPD log (CQI0008) can be used alongside to log all CPD activities. Further guidance and an example of a completed form can be found on the CQI website [www.thecqi.org](http://www.thecqi.org).

1. Learning and development objectives	2. Proposed actions/success indicators	3. Self assessment of achievement

# CPD Log (CQI0008)



Name:

Membership Number

For period

to

This form can be used to record all activities relevant to your CPD. For CQI Chartered Quality Professional you will also need to maintain a CPD Planning Sheet CQI0007.  
 This form can be adapted to suit your personal needs  
 Further guidance and an example of a completed form can be found on the CQI website [www.thecqi.org](http://www.thecqi.org).

Date	Description	learning outcomes desired/self assessment	Verification or reflection	Unit e.g. Hours or points and number

# CPD – example of a CPD log

Date	Activity	Learning outcome/ self assessment	Verification / reflection	Hours
	Review available published material on the Excellence Model	Basic understanding of the model, develop own position; <b>80% achieved</b>	<b>Idea of 'our value to the community' can add value to our QMS. Explore idea of leadership further</b>	
	Attend CQI Branch meeting on 'The benefits of using the BQF Excellence Model'	Learn from the experience of other users and further develop own position; <b>85% achieved</b>	<b>Lecture handouts useful. Certificate of attendance at the Branch meeting attached.</b>	
	Present to Board on 'whether to adopt the BQF Excellence Model'	Final consolidation of own position/understanding of the BEM; <b>90% achieved</b>	<b>Proposals accepted, Board sanctioned further work on the Balanced Scorecard. Board minutes</b>	

# How much CPD am I required to undertake?

There is no specified minimum number of hours that you have to meet. However you should undertake sufficient CPD to maintain your professional competence and enable you to achieve your personal professional goals. For guidance, an active quality professional would expect to spend at least 25 hours a year on CPD and would probably have some 3-4 key learning objectives.

# **I am retired. Can I qualify for CQP**

Yes, it is possible to be a CQP and retired. There is no set amount of CPD required: it is for you to determine the level of CPD appropriate to your current professional responsibilities.

It may be appropriate for you to set an objective that could be met through regular reading of Quality world and other relevant industry magazines and attendance/contribution at branch meetings.

Thank you

[www.thecqi.org](http://www.thecqi.org)