

Recording your CPD

Our CPD area provides you with a space to record your CPD and reflect on your learning. The space also helps you to identify knowledge gaps, find suitable opportunities, and track your progress against the IoIC Profession Map. You can download your activities for use in appraisals/performance, mentoring or coaching relationships, and interview processes.

If you log and reflect on 40 CPD points in one 12 month cycle, you will be issued a certificate of CPD completion and a CPD Badge which you can use to demonstrate your achievement and dedication to your professional development.



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About IoIC CPD

The IoIC passionately believes that the credibility of the internal communication profession is driven by the individuals who commit to continuously improving their skills and knowledge through continuous professional development.

Using My CPD and completing a CPD cycle demonstrates professional commitment and competence.

The Purpose of CPD

CPD is an investment you make into yourself, linking practice into learning. It can help ensure your knowledge and skills are up to date, prepare you to take on fresh challenges and be easily embedded into the routine of your professional life.

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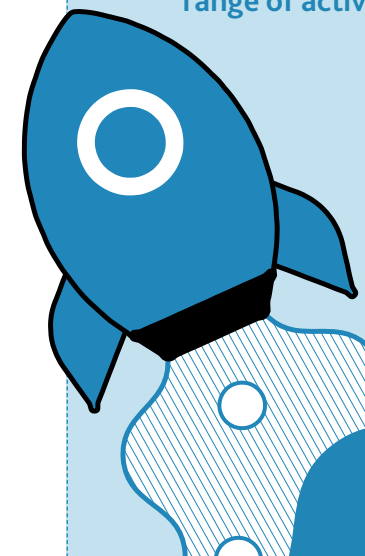
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The IoIC CPD Cycle

The IoIC Continuous Professional Development (CPD) portal is a free member benefit integrated into the membership area which is designed to support members to record, track and reflect on their learning and development.

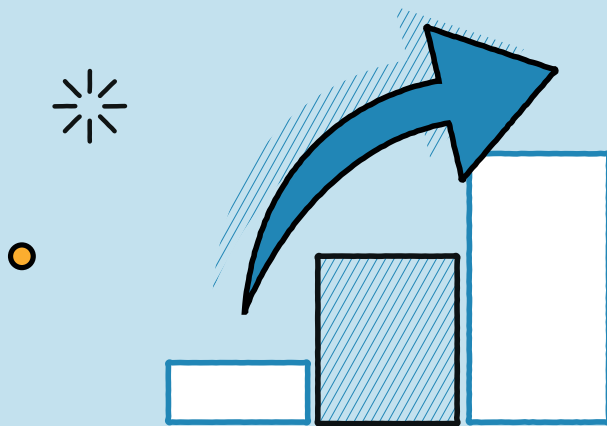
We also provide resources to help members consider their PDP plans and objectives, and offer a wide range of activities for their CPD.



Print this document and keep it to hand to refer back to.

The benefits of CPD include:

- ◆ Identify and track your professional development needs and knowledge gaps in a structured way
- ◆ Keeping knowledge and skills up-to-date
- ◆ Helping to embed reflective thinking into your everyday working life
- ◆ Strengthen your professional credibility
- ◆ Boost your confidence
- ◆ Showcase your achievements and knowledge
- ◆ Use as part of appraisal, mentoring, coaching and interview processes
- ◆ Plan your future career goals
- ◆ Driving the professionalism of internal communication.



Guidance

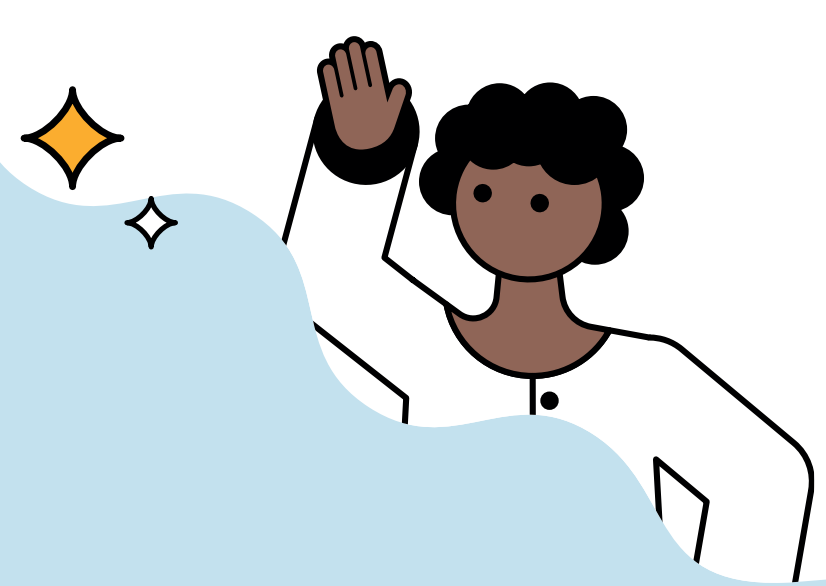
The IoIC recommends that professionals aim to complete 40 CPD points per year. For an activity to count as CPD reflective learning must be practiced with CPD points only allocated to those activities where reflective learning has been demonstrated.

Activities must be outside of your day-to-day work, for example attending meetings or delivering presentations at work would not count as CPD.

What is reflective learning?

Reflective learning means asking questions, thinking critically about what you are learning, and considering how it can be applied practically. It is through reflective learning that knowledge and skills gained can be embedded and applied in practice. It can also include thinking about how and when you learn best, what drives your learning, and what you are passionate about.

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Try to approach it in a structured and thought-out manner, planning how you will gain the maximum from your learning. Some questions you might ask yourself:

- ◆ What have I learnt from this experience?
- ◆ What might this experience mean in the context of my work?
- ◆ How might I apply my learning to my work?
- ◆ Do I agree with what has been said/taught/explored? If not, why not?
- ◆ Will I act differently because of what I have learnt?
- ◆ What were my key takeaways from the experience?
- ◆ Have I found the overall experience useful?
- ◆ What could be improved?