



**ITEM: Reviewing and Assessing CPD**

**Summary:** This paper describes the results of the pilot CPD exercise amongst IHBC Council members and professional staff and maps out future developments of the IHBC CPD scheme.

**Business Plan Context:** The 2007 AGM approved the 2007-2010 Corporate Plan. This states two overarching aims: to help conservation by help conservation through supporting specialists in conservation. This includes **promoting best-practice and ethical standards in conservation** and **encouraging relevant education and training events and networks**. The Plan also requires us to help conservation specialists 'by promoting our membership standards and services' (A.2.3.). To do this we agree to 'support and regulate professional operations within our membership' (A.2.3.i) and provide suitable 'membership benefits and services' (A2.3.ii).

**UK Compliance:** Applies equally across all devolved interests in the UK.

**Committee History & Determinations:** In December 2007 Council approved the collection of CPD returns from Council members and professional staff members who were IHBC Full Members.

**Recommendations:**

1. In order to better allow for members to include a wider spectrum of CPD it is proposed that amendment of the CPD return should include a way of collecting CPD activity under the four categories given above.
2. Initiate a call for CPD from a random selection of 2% of members, and carry out assessment in line with that developed for council, followed by reporting to council in 2010.
3. Subject to wider testing, formalize and publicise the recommended process for disciplinary action and, as appropriate, for removal from the IHBC membership list.
4. Investigate and report back to council on the development of arrangements for long-term, independent and cost-effective CPD review and assessment.
5. Develop a feedback process for responding to CPD forms, based on

current membership assessment procedures.

6. Investigate and report back to council on on-line resources for CPD submission, assessment and feedback.

**Resource implications:**

None currently as all proposed actions are within current resources and budget lines. Any introduction of web based CPD will have cost implications but these will be reported to Council in due course.

## **1. Background**

Since April 2005, IHBC members are required undertake 50 hours of appropriate CPD over a rolling two-year period. The regime requires each member to plan his or her own training needs on the basis of a Personal Development Assessment related to the Institute's Areas of Competence.

The CPD recording process is intended to support members' ongoing professional development through providing a framework for assessing priorities and needs. CPD also has significant impacts on the national office and the organisation as a whole including resource implications (voluntary and executive), maintaining assessment standards, encouraging membership buy-in, and refining the service so it is effectively streamlined both for user and regulator.

With these issues in mind, in December 2007 Council approved the collection of CPD returns from Council members and professional staff members who were IHBC Full Members. Implementing a pilot around Council was considered to be a manageable and focused approach to refining the process and informing future CPD procedures.

In March 2008 25 members of Council and professional staff were asked to submit their CPD returns.

## **2. Continuing Professional Development: Principles & Process for Assessment**

Achieving the IHBC's competences, and maintaining them through CPD, means that the specialist conservation advice and activities of an IHBC Full Member is properly informed by an understanding of the entire process of historic environment conservation, from investigation through management to implementation. This understanding provides a system of quality control that ensures that the particular interests and advice of the specialist embrace the wider interests and needs of the conservation of the historic environment as a whole.

In accordance with these [principles, the review of the Council CPD was carried out by the IHBC projects officer involved the following procedure:

1. Has the IHBC member maintained a continuous, up-to-date and accurate record of their CPD activities?
2. Has the IHBC member carried out, in any two year period, at least 50 hours of appropriate CPD?
3. Does the CPD meet the aims and objectives of their

- professional development plan?
4. Has the member identified the benefit gained from each item of CPD, if it was worthwhile and how it has contributed to their CPD aims?
  5. Has the IHBC member carried out CPD activities that are related to the IHBC areas of competence?
  6. Has the IHBC member has carried out CPD activities that which meet the aims of their professional development plan? Work-based learning, self-directed study, organised events or broadening horizons.

Review of 24 CPD returns using this medium-depth analysis took around three days. A less limited analysis of each return could have allowed inaccuracies, inconsistencies and incomplete CPD records to go unnoticed. A more detailed analysis would have been considerably more time consuming and the resultant level seemed to be appropriate and suitably detailed. If this level of analysis is maintained throughout review of a standard CPD form will require around one hour

### 3. **CPD Collation: Review of CPD information, collation and assessment**

#### **a. Obtaining CPD returns to timetable**

By January 2009 18 Council CPD returns had been submitted.

A final written reminder by the secretary in January led to the submission between February and April of a further 6 submissions leaving only one outstanding to date.

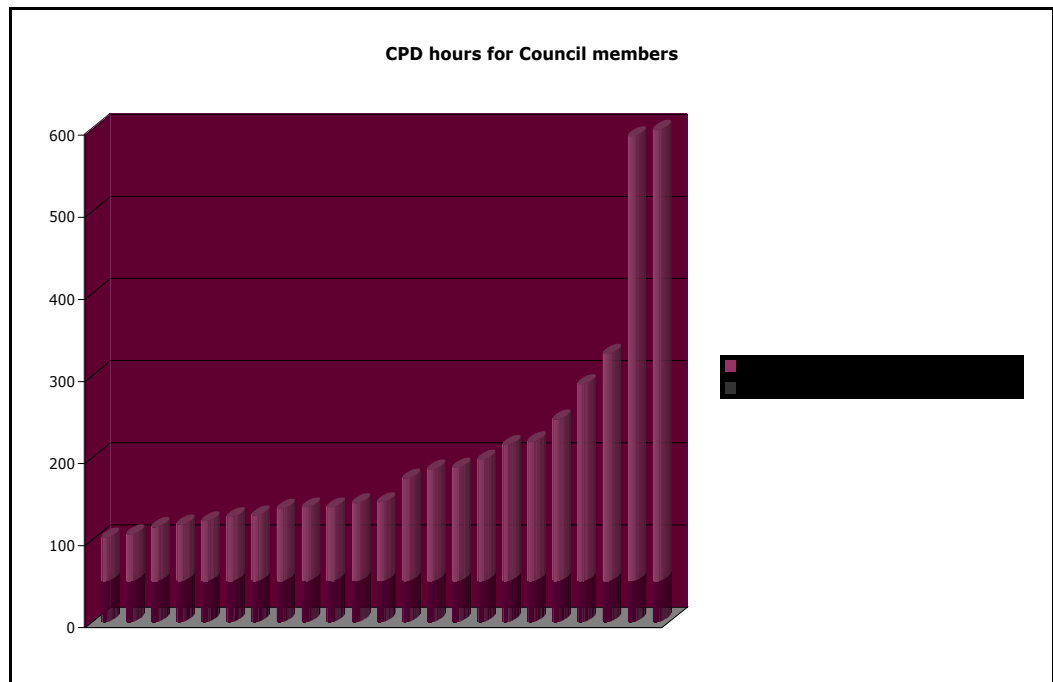
Despite a general willingness by Council to produce their CPD returns in some cases it has taken several requests and over a year for an almost complete submission. This demonstrates how difficult it may be for some members, however committed to the IHBC and the principles of CPD, to submit within a specified timescale.

At the time of writing, a CPD submission has not been submitted by one Council member.

#### **b. Assessing the CPD time requirement**

The simple but non-qualitative method of assessing CPD is to ensure that all members making returns meet the compulsory 50 hours of appropriate CPD over a rolling two-year period. In the sample of Council members the validity of CPD claimed was

examined and the majority could be clearly be seen to be helping the Member to meet the IHBC areas of competence, meet their identified CPD needs or assist directly with their work. In only very few cases were any claimed CPD activities felt to be not appropriate. Even with the removal of such one off activities all members exceeded the 50 hours minimum CPD. Indeed some carried out as much as ten times that figure. This is shown in table below which indicates the 50 hours minimum as a base line and additional hours undertaken above. This clearly demonstrates the commitment to CPD activity and personal development of Council members a trend that is likely to be reflected in the broader membership.

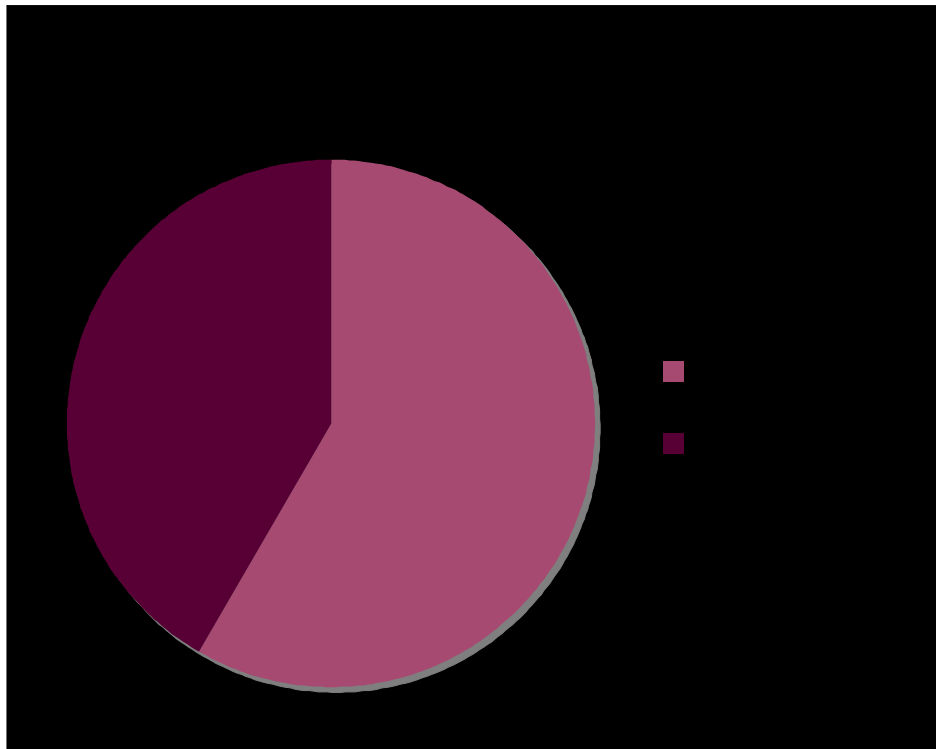


### c. Identifying the benefits of activities

The CPD strategy is intended both to support members' professional development and to regulate internal and sector wide standards. As such the Institute encourages its members to take a personal approach to addressing how to meet their professional development requirements, balancing personal strengths against the Institute's competences.

There is however a tendency for members to record all CPD activities regardless of the benefit obtained from them. The table below shows that a large number of Council members despite submitting very fulsome CPD returns did not define the benefits of their CPD, if it was worthwhile and how it has contributed to their CPD aims. It is important that members

record only those activities which have actually helped them develop their areas of IHBC competence and their professional effectiveness. It is important that members are encouraged to make a judgment on the relevance of each item to their needs and to those identified in their professional development plan. After any event they should decide whether or not the CPD undertaken successfully enhanced or updated their knowledge or skills in relation to the areas of competence.



#### **d. IHBC Council activities**

As would perhaps be expected amongst the members of IHBC Council a substantial amount of CPD activity is related to attendance at IHBC events and also to voluntary committee work. This is a valid and important part of CPD activity. However this is, by definition, not representative of the membership as a whole, and may skew some results in terms of numbers of hours.

### **4. Recommendations for future development of CPD**

#### **a. Changes necessary to CPD returns -allowing members to more easily enter self directed study**

CPD is not just about attending courses – there are many ways of undertaking CPD:

**1. Work-based learning:**

- skills and knowledge development
- research related to a specific project

**2. Self-directed study:**

- preparation and delivery of lectures
- preparation of articles and refereed papers
- reading of journals and technical papers
- post-graduate study or study leading to a qualification.

**3. Organised events:**

- IHBC courses and seminars
- in-house employers course
- attendance at lectures, seminars or conferences run by other bodies

**4. Broadening horizons:**

- Volunteer IHBC work such as Branch or national committee involvement
- Other historic environment volunteering

Whilst many members were able to include self directed study such as research, reading and writing in their CPD return some people felt the current form did not allow for this sufficiently. Changes need to be made to the CPD form to make it easier to enter details on CPD which is not a formal conference or seminar. In order to encourage members to undertake and record a cross section of CPD activities and any revised collection method will need to provide opportunities to state the type of CPD such as home-based reading, distance learning, preparation of lectures, authorship of professional articles, supervised research, background research for specific project or event, course, conference, seminar or workshop attendance etc.

The current CPD form does not easily allow for members to enter self-directed study etc. It asks them to list activities and many members felt this was only intended for conference and seminars. This is mainly because it asks for a specific date of activity. As a result many members included their CPD activity at conferences etc but (as many had very substantial CPD of this type already) did not include other aspects.

Furthermore, it is clear from current submissions that

additional clarity is required on ensuring that members avoid using vague, unsubstantiated terms such as 'various seminars' or even too simple a description of the activity such as "conservation conference". Wherever possible, the member should indicate what the seminar was about, or what research was undertaken. This does not require an exhaustive description.

**Recommendation 1: In order to better allow for members to include a wider spectrum of CPD it is proposed that amendment of the CPD return should include a way of collecting CPD activity under the four categories given above.**

**Timescale: Summer 2009**

**b. Proposed sample for CPD returns**

For future collection of CPD a manageable Annual sample would need to be defined. Many organizations set their sample at be 5% which is the IHBC's case would give Annual Returns of just less than 100. This could be rather above current resources for assessment if no system for CPD readers is adopted.

A manageable level would be around 1% to 2% of the IHBC membership being around 20-40 CPD returns annually. This level could be dealt with using current staff resources and if a system of CPD readers were introduced this figure could be easily managed. However with such a rate of return members could only expect to receive a CPD call every 45 years!

Whatever the size, an annual sample could also contain those whose submission was unsatisfactory or who failed to respond to a request in the previous year, or whose submission arrived late.

Those who submit satisfactory material would not normally be included in another call for the next two years.

**Recommendation 2: Initiate a call for CPD from a random selection of 2% of members, and carry out assessment in line with that developed for council, followed by reporting to council in 2010.**

**Timescale: Initiate CPD demands in advance of September council, with report to May/June council,**



**2010.**

**c. Ensuring returns are made and action for non return**

A member's failure to maintain and improve professional competence is a breach of their professional duty as IHBC members and may be subject to disciplinary action. It is unfair to those members who do comply with their CPD requirements to allow non-complying members to claim the same professional status.

The slow rate of return even amongst Council members has demonstrated that there is some need to account for delay of response whilst still being strict about the CPD requirements. It is therefore proposed to operate as follows;

1. If a member submits an unsatisfactory return or submit their return late without offering sufficient justification will receive a formal warning and be entered automatically into the next 2 year's audit.
2. Those who fail to submit, but have a valid reason accepted by M&E Committee, will be entered in the next year's audit.
3. Those whose submission is late or unsatisfactory for a second consecutive year will normally have the same sanction applied and receive a final formal warning.
4. Those who fail to submit or submission is late or unsatisfactory for a third consecutive year will be subject to removal from the IHBC membership list.

This programme allows sufficient flexibility for those members who may have a temporary problem with their CPD – as was the situation with at least 2 council members - but does also maintain continual assessment of those members ensuring that they do not evade the CPD requirements. This is clearly a necessary issue as despite a general willingness by Council to produce their CPD returns in some cases it has taken several requests and over a year for an almost complete submission. This demonstrates how difficult it may be for some members, however committed to the IHBC and the principles of CPD, to submit within a specified timescale.

**Recommendation 3: Subject to wider testing, formalize and publicise the recommended process for disciplinary action and, as appropriate, for removal from the IHBC membership list.**

## **Timescale: Ongoing from 2010**

### **d. Reviewing and assessing CPD returns**

Other comparable systems such as that operated by the Institute of Conservation's PACR scheme have a number of CPD readers – ICON currently has 21 – themselves accredited conservators who they started to identify during their first 100% recall in 2002. These were members who showed a good understanding of CPD and were asked to become readers for future recalls, as a result a pool of readers has been built up over the years.

Two readers examine each CPD return and provide feedback and this is passed on to a reviewer. The readers are not known to the reviewers and also are not in the same specialist area of practice. ICON requires CPD for those of its members who are accredited through the PACR scheme but not for all ICON members.

However it is clear that such CPD assessment requires a substantial amount of voluntary input that might be used in other activities. Membership assessment is currently a priority, and should not have its operations threatened by CPD assessment. It may be that more formalised CPD assessment could be operated more effectively through the national office. This area requires further study. Similarly, the proposed strategy might require reconsideration subject to success in securing funding for an existing project aimed at assessing all members' CPD, previously reported to council.

**Recommendation 4: Investigate and report back to council on the development of arrangements for long-term, independent and cost-effective CPD review and assessment.**

**Timescale: Preliminary report to December council**

### **e. Feedback to members**

Written feedback will be provided to each member who submits a return. This will initially be provided for the Council members who have submitted returns. The feedback would include advice on assessing the value obtained from each item of CPD. This involves not simply noting the fact that they attended an event or carried out an activity but also how this has benefited them, if it was worthwhile and how it has

contributed to their CPD aims.

The IHBC membership assessment procedures have developed a substantial feedback system, and it is suggested that this be used as the starting point for developing CPD feedback.

**Recommendation 5: Develop a feedback process for responding to CPD forms, based on current membership assessment procedures.**

**Timescale: Report to September Council**

#### **f. Online facility**

A web-based resource allows members to enter details at any point during the year and save the information for future reference. When asked for their Return members would only need to update the form and submit electronically. Of those 25 Council and staff CPD forms returned some four were hand written with one further typed hard copy. That 20% of our sample chose to make paper returns his indicates a desire to continue to have the option to make paper returns. The options for online CPD returns which are easy and straightforward but which also allow paper copies to be returned if necessary will be explored. It should be noted that this is a rapidly evolving area of development across professional bodies, and it is considered that wider developments may well ease resource impacts here.

The possibilities of a web based system for the IHBC will be assessed and reported back to Council in due course.

**Recommendation 6: Report back to council on on-line resources for CPD submission, assessment and feedback.**

**Timescale: Report to council, May/June 2010**

### **8. Summary recommendations for approval by council:**

**Recommendation 1:** In order to better allow for members to include a wider spectrum of CPD it is proposed that amendment of the CPD return should include a way of collecting CPD activity under the four categories given above.

**Timescale:** Summer 2009

**Recommendation 2:** Initiate a call for CPD from a random

selection of 2% of members, and carry out assessment in line with that developed for council, followed by reporting to council in 2010.

**Timescale:** Initiate CPD demands in advance of September council, with report to May/June council, 2010.

**Recommendation 3:** Subject to wider testing, formalize and publicise the recommended process for disciplinary action and, as appropriate, for removal from the IHBC membership list.

**Timescale:** Ongoing from 2010

**Recommendation 4:** Investigate and report back to council on the development of arrangements for long-term, independent and cost-effective CPD review and assessment.

**Timescale:** Preliminary report to December council

**Recommendation 5:** Develop a feedback process for responding to CPD forms, based on current membership assessment procedures.

**Timescale:** Report to September Council

**Recommendation 6:** Report back to council on on-line resources for CPD submission, assessment and feedback.

**Timescale:** Report to council, May/June 2010