

PROFESSIONAL AND PERSONAL DEVELOPMENT (PPD)

Since its inception, the IST has recognised that broad knowledge, diverse skills and lifelong learning are vital in the practice of science and technology.

As embodied in its' Mission Statement, **the Institute of Science & Technology exists to promote and enhance the professional status and development of technical staff by formal recognition of their skills and qualifications** and one of its' stated goals is to **maintain a system for monitoring and recording the continuing professional development of its members.**

As part of its commitment to these principles and goals, in line with changes in the world of work and within the IST, a service has been devised to record members' professional and personal development. This Professional and Personal Development scheme (PPD) is open to all IST members, at no additional cost, irrespective of grade of membership, country of residence and type of employment and includes those who have completed the IST's CPD award through HEaTED.

The benefits for members include:

- helping them to fulfil their existing or future role more effectively
- enabling them to identify and plan the development of their knowledge and competence in the wider context of Lifelong Learning
- demonstrating professional status

A member's PPD record will also be taken into account when applying for a higher grade of membership.

Most IST members continue their professional development through study, training, attending externally-provided courses, symposia, seminars, workshops and conferences. They may also write and/or read technical papers and deliver projects, specialised training, etc. These activities are, in many cases, supplemented by flexible learning and in-house training. Members also achieve personal development in other areas of their lives, e.g. learning a foreign language, voluntary work with young people, etc.

Events and activities that lead to PPD will be awarded points based on duration of the event/activity and its value to the individual. Members who participate in the PPD scheme will be expected to acquire a minimum of 20 PPD points in a two-year cycle. The aim of the IST's scheme is to recognise formally and record the development that members achieve by the issue of PPD Certificates.

Please contact the IST's office for more information about the Professional and Personal Development Scheme and, if you work in HE, about the IST/HEaTED CPD award



Guidance Notes for Professional and Personal Development Scheme

At the beginning of the cycle, you will be asked to provide a statement of your aims and plans for development. This can be added to or amended during the cycle, if required.

At the end of the 2-year cycle, you should submit details of any

- courses, conferences, etc. attended
- formal studies leading to an award
- on-the-job training
- discrete projects undertaken
- training programmes devised and delivered
- other activities that have led to development
- non-work-related study undertaken and qualifications achieved

using the IST documentation provided.

These events and activities should be allocated the number of points each is deemed to be worth* and a short summary of the contribution of each event and activity to your professional and personal development should be included. This information will be recorded on the PPD Certificate.

As PPD is a personal benefit, it will not be necessary to submit evidence of achievement, attendance, etc. to support claims made. Instead, an audit system will be put in place whereby 10% of participating members will be asked to provide such evidence on a random basis at the end of their 2-year cycle.

Participating members are advised to maintain a PPD portfolio containing details of the development activities they have undertaken. This may also be taken into account in any application for upgrading of Institute membership. You are advised to keep the portfolio and the IST documentation up to date so that the request for certification, at the end of the cycle, does not become an onerous task.

Formal qualifications and extended periods of study may be broken down in component skills and knowledge areas so that each component can be evaluated.

The normal means of submitting this information will be by e-mail but a paper version is available, if necessary.

The 2-year cycle will run from 1st January in year 1 to 31st December in year 2. Claims for PPD certification should be submitted to the IST's office by 31st January in year 1 of the following cycle.

Any queries should be referred to the IST's office for attention of the PPD Secretary.



*Guidelines for allocating PPD points

Duration of event/activity	Work-related [†]	Non-work related
Half-day (2-4 hrs)	Up to 2 points (see Table 1)	1 point
Whole day (5-8 hrs)	Up to 3 points (see Table 2)	2 points

[†]includes a measure of the usefulness of the event

Table 1

Work-related event/activity	Value to individual	Criteria
Half-day (2-4 hrs)	0	No significant benefit
	1 point	Refreshed existing skills and knowledge or introduced new skills and/or concepts and their use
	2 points	Extremely useful for developing new skills for work activities and inspired development activity

Table 2

Work-related event/activity	Value to individual	Criteria
Whole day (5-8 hrs)	0	No significant benefit
	1 point	Refreshed existing skills and knowledge
	2 points	Introduced new skills and/or concepts and their use within the job role
	3 points	Extremely useful for developing new skills for work activities and inspired additional development activity



RECORD OF PROFESSIONAL AND PERSONAL DEVELOPMENT



Name: _____ Membership No. and Grade _____

Workplace: _____

Job title: _____

e-mail _____

Aims and plan for PPD – 1st January*

- 31st December*

**insert years of PPD cycle*

