

Assessor's Use Further Assessment	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please amend any incorrect information. For guidance notes please see reverse of form			
Surname		Forename(s)	
Grade		Membership Number	
Branch/Division			
Job Description/Role Please include organisation type (e.g. sole practitioner, partnership, etc)			

A. Member's report as to CPD activities over the last 12 months. (Please complete all applicable sections – if necessary, please continue on a separate sheet.)	
1.	Work-based learning (including mentoring; research in relation to specific projects; development of organisation skills; etc)
2.	Self-directed study (including journals/technical publications; distance learning; post-graduate study; etc)
3.	Courses/events/seminars – please provide brief details (Institution/ICE/etc or Other e.g. in-house, supplier-led, etc)
4.	Horizon broadening activities (including Institution work; community/public service involvement; appropriate TV programmes etc)

B. Member's intentions for professional development during the next 12 months

Signed	Dated
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Please return by 31 March 2010 to the Institution of Structural Engineers, International HQ, 11 Upper Belgrave Street, London SW1X 8BH, UK. Non-return of this form will preclude members from benefiting from the CPD annotation in the Yearbook and the Members' Directory on the website (istructe.org) Supplementary information may be attached to this form. (Please use staples and NOT paperclips.)

Guidance Notes

The Institution uses the following definition for CPD: the systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life. This form is confidential to the Institution and will only be issued to third parties with the permission of the member concerned. Members are recommended to keep a copy of the form for their own records.

The Institution expects members to participate in CPD for their own benefit and for that of society. Members should also assist in furthering the formation and professional development of other members and prospective members of their professions. From the start of the 1996/97 session all members of the Institution have had a responsibility to continually update their professional knowledge, as referred to in the Codes of Conduct. The Institution considers that it is the responsibility of individuals to determine their own requirements for CPD. This will normally be done in consultation with the employer, professional colleagues and the Institution. **As a guide, 30 hours of CPD each year is the recommended minimum proposed by the Institution.**

The annual return form shall be completed by **Fellows, Chartered Members, Associates, Associate-Members and Technician Members** (other than those on the retired list) by **31 March 2010**. It should state what CPD has been undertaken during the previous year and it should also indicate a plan of future objectives. An annotation in the Yearbook, and on the members' directory on the website, istructe.org, before the membership number will record those members whose completed and returned forms have been accepted by the assessors. Where a member has recorded CPD activities in a different format or for another institution (e.g. HKIE, IEAust, ICE, etc), this may be submitted **STAPLED** to this signed form without having to re-present the information. Students and graduates are NOT required to make a return.

Job Description/Role box - this section is entirely optional. However, it is hoped that by completing the description, and including the type of organisation the member works for, the assessors will be better able to understand what CPD is appropriate given the member's circumstances.

Member's Report as to CPD activities over the last 12 months - this section is split into the various definitions under which CPD can fall. Members should complete ALL sections where they have undertaken CPD, using separate sheets as required.

CPD is not just about attending courses – there are many ways of undertaking CPD. These include (but are not restricted to):

- 1. Work-based learning:**
 - teaching/mentoring of members and prospective members
 - project specific research
 - IT skills development
- 2. Self-directed study:**
 - preparation and delivery of lectures
 - preparation of articles and refereed papers
 - reading of journals/technical papers
 - post-graduate study
- 3. Courses/events/seminars:**
 - Institution
 - in-house
 - external (for example, supplier-led seminars)
 - attendance at lectures, seminars or conferences

Where these headings are used on the Return, they should be expanded to give information about the subject matter dealt with, including a comment regarding the outcome.

- 4. Horizon broadening activities:**
 - Institution work (e.g. Branch and Institution committees, informal study groups, Examiner, interviews, etc)
 - Community and public service involvement (e.g. school governor, business and community involvement, etc)
 - appropriate TV programmes

Further Advice

For further advice and guidance on CPD and the Institution's requirements, members should contact their Branch CPD Officer or the Institution's Professional Development Officer (Mr Allan Brereton) on allan.brereton@istructe.org

For Official Use Only

Further assessment required due to:

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Comments: