



Government  
Property  
Profession

# Government Property Profession Continuing Professional Development (CPD) Policy

February 2015

# Government Property Profession Continuing Professional Development

## 1. Introduction

Continuing Professional Development (CPD) is the means by which professionals maintain and enhance their knowledge and skills. It is essential to enable you to perform effectively in your role; it helps you keep up to date with latest developments, and allows you to expand your skills. CPD also helps you to improve your capabilities and plan your career so that you are able to reach your full potential.

The value of CPD is now widely recognised, and it is mandatory for a number of professional bodies, including RICS and BIFM. To keep the GPP at the very peak of performance, CPD will now be mandatory to all members of the Profession. In order to progress your career in the Civil Service, you must complete the required amount of CPD each year. We consider this your membership commitment to maintain and develop your knowledge, skills and competencies throughout your career to ensure that you remain professionally competent. To support this we will provide a curriculum that covers both formal and informal CPD and line managers will sign off your record of completed CPD.

## 2. What's required?

The GPP CPD requirements are based on recommendations from RICS, IRRV and BIFM. For many Property Professionals in Government, this will be very familiar territory and you are not expected to duplicate your CPD to fulfil your GPP requirements. These new guidelines simply aim to provide parity across the board and ensure all of our professionals are reaching their potential and demonstrating commitment to self-development.

1.	All GPP members must undertake a minimum of 20 hours CPD each calendar year. The minimum requirement is <u>not</u> reduced if you work part-time.
2.	Of the 20 hours, at least 10 must be formal CPD. The remainder can be informal CPD (see below for further information).
3.	All GPP members must maintain a relevant and current understanding of professional and ethical standards (see below for details of the RICS e-learning module that you can undertake in order to meet this standard).
4.	You must keep a comprehensive record of your CPD. This record may be through an existing professional body but must be accessible (either on-line or printed) to your line manager at any time. GPP members must agree with their professional line management what sort of CPD would be most useful to them, evaluate CPD activities and ensure new knowledge and skills are incorporated into your day-to-day work.

## 2.1 Formal CPD

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as attending a learning event booked through Civil Service Learning (CSL), the Royal Institute of Chartered Surveyors (RICS), the British Institute of Facilities Managers (BIFM) or any other external professional organisation, attending an external professional course on a specialist subject, attending a conference or seminars, e-learning, technical authorship or providing training for others where clear objectives and learning outcomes are set.

All formal learning should be structured, i.e. you choose to undertake a specific learning activity in order to develop a particular skill or knowledge of a particular topic. The learning objectives and outcomes should be easily identifiable. Further examples of how you can meet the 10 hour annual requirement for formal CPD are set out in 5.0 below.

## 2.2 Informal CPD

Informal CPD is any self-managed learning focussed on knowledge sharing or awareness level that is relevant or related to your professional role. This could include activities such as private study, on-the-job training and attendance at informal seminars or events where there is a focus on knowledge sharing. Further examples of how you can top up your formal CPD with informal CPD to meet the 20 hour minimum requirement are set out at 5.0 below.

## 2.3 Activities that do not count as CPD

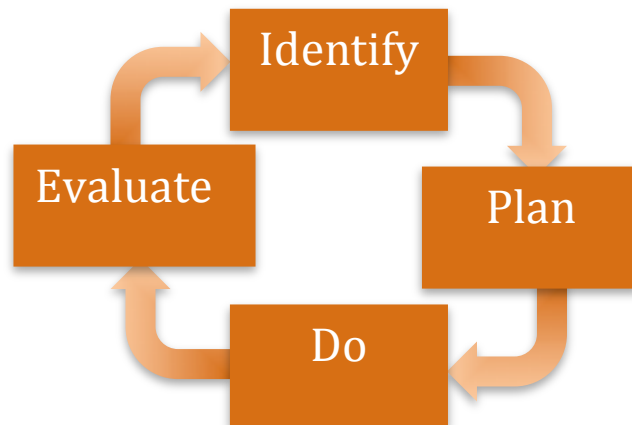
Any activity that does not have a clear learning objective or does not relate to your role and specialism is not considered to be appropriate CPD by GPP. Activities such as networking, social events, informal team building or planning events and involvement on boards, committees or clubs that have little or no relevance to your professional role will therefore not count towards your CPD commitment.

## 2.4 Extenuating Circumstances

If there are any extenuating circumstances, such as long-term illness, that will make it difficult for you to achieve the minimum of 20 hours CPD then exceptions may be made to the requirements. This will be dealt with on a case by case basis by line managers, in conjunction with the Head of Profession. If you feel that you are unlikely to be able to meet the minimum CPD requirement for any reason you should talk to your line manager at the earliest opportunity.

### 3. How you can do it?

#### 3.1 The CPD cycle



A typical CPD cycle consists of:

1. Identify goals: engage in conversation with your line manager to determine where you are and where you want to be, in the short, medium and long-term future. You may find it helpful to use the GPP Competency Framework, currently available here: <http://resources.civilservice.gov.uk/wp-content/uploads/2013/02/Competence-Framework-FINAL-v4-Feb-2013.pdf>. Highlight weaknesses that particularly affect your work, or your career development.
2. Plan development: once you've worked out what you want to achieve, work out how you are going to do it. Consider different CPD options and ensure that their outcomes align with your objectives. Make sure you choose delivery methods that are suitable for what you wish to achieve. Plan in the short, medium and long-term, keeping your endgame in sight.
3. Do and Record: complete the CPD activity that you planned to do. Keep a consistent record of your CPD activities. This will be monitored and signed off by your line manager and may be called upon as supporting evidence for promotion boards, job applications, talent reviews and secondments etc. Remember you are required to complete 20 hours CPD every year. In your record, note what you have learnt and how you plan to deliver improvement to your business and your customer.
4. Evaluate: ask yourself if that particular CPD activity worked for you. Did you learn everything you wanted to? Did it equip you with new skills that you feel you can utilise in your work? Finally, assess where you are in terms of your goals, ready for the next CPD cycle.

## 4. Roles and Responsibilities

	Role	Responsibilities
Individual	<ul style="list-style-type: none"> <li>To demonstrate commitment to their role and their profession by engaging in CPD throughout their career</li> </ul>	<ul style="list-style-type: none"> <li>To complete 20 hours mandatory CPD each year, of which at least 10 hours is formal CPD</li> <li>To identify clear objectives and plan their CPD appropriately</li> <li>To keep a consistent record of what CPD activities they have completed, what they learnt and how those new skills and knowledge will be implemented in their work</li> <li>To regularly review their objectives</li> </ul>
Manager	<ul style="list-style-type: none"> <li>To ensure that mandatory CPD is completed by all GPP members</li> <li>To monitor and sign off the CPD of those they line manager and encourage use and development of new skills</li> <li>To champion the benefits of CPD, for the individual, for the GPP and for the business</li> </ul>	<ul style="list-style-type: none"> <li>To check that 20 hours of CPD, of which at least 10 hours are formal CPD are completed by each of their staff</li> <li>To engage in conversations with their staff about possible weaknesses and support them in addressing those issues</li> <li>To highlight appropriate CPD opportunities where they arise to their staff</li> <li>To support CPD activities financially where they consider them to be beneficial to the individual and/or the business</li> </ul>
Head of Profession	<ul style="list-style-type: none"> <li>To ensure that mandatory CPD is completed by all GPP members</li> <li>To champion the benefits of CPD, for the individual, for the GPP and for the business</li> </ul>	<ul style="list-style-type: none"> <li>To perform spot checks on the CPD records of a sample of GPP members at regular intervals</li> <li>To lead or advise on remedial measures for those that have not completed their mandatory CPD</li> <li>To provide regular CPD opportunities for the whole GPP membership</li> </ul>

## 5. Examples of CPD Activity

It is important to remember that the commitment to undertake formal CPD does not mean that you need to undertake external training provided by your professional body or other organisations marketing courses as CPD.

Research evidence shows that:

- 10% of learning is taken from formal training interventions
- 20% of learning is taken from feedback and from observing and working with role models; this often takes the form of coaching and mentoring
- 70% of learning is taken from real life and on-the-job experiences, tasks and problem solving.

A course or workshop is therefore just one of several methods of learning. There are many others and learning can be broadly placed into four main categories.

1. Professional and work-based activities
2. Self-directed and informal learning
3. Personal activities outside work
4. Courses, seminars and conferences

The GPP has established an on-line portal, in conjunction with the RICS and the BIFM, for a variety of learning and development activities. It is available via the Government Property Profession section of the Civil Service Learning website. This will include CPD-specific courses, but may also include courses that will count as CPD without being explicitly highlighted as CPD opportunities. We encourage all members to explore this portal and use the appropriate courses it provides.

Professional bodies also provide their own CPD guidance, which in many cases satisfies the criteria for the GPP:

RICS: <http://www.rics.org/uk/regulation1/compliance1/continuing-professional-development-cpd/>

BIFM: <http://www.bifm.org.uk/bifm/careerdevelopment/personaldev>

Civil Service Learning has produced a helpful guide on workplace learning in particular, available here:

[https://civilservicelearning.civilservice.gov.uk/static/files/WPL-Guide-A5\\_v1-200112.pdf](https://civilservicelearning.civilservice.gov.uk/static/files/WPL-Guide-A5_v1-200112.pdf)

### 5.1. Professional and work-based activities

This can take the form of on-the-job development but may also involve associated formal training.

The following activities are examples of those that might count towards CPD:

- Undertaking new work: if you move onto a new area of work or undertake casework which you are not experienced in you may need to develop new skills and knowledge, either by being coached, undertaking research or shadowing other colleagues.
- Business and personnel management skills: If you are a line manager or are required to organise any areas of the business you will probably need to acquire new skills in order to carry out these roles

- Coaching or mentoring: Volunteering as a coach or a mentor to your colleagues, whatever stage in their career they are at, can assist you in developing new skills and also ensure that your technical skills are kept up to date
- Planning and running a training event or discussion group that enables knowledge transfer to others: This could comprise delivering training to new members of staff or as many teams now do, setting aside time on the agenda at team meetings to allow staff to share their knowledge, for example, knowledge gained by dealing with an interesting point of law on a recent case or on new legislation/policy
- Special projects: From time to time there are requests for volunteers for special projects. Keep an eye on the Intranet for such opportunities that may enable you to acquire new skills and knowledge
- Information Technology: If you need to brush up on your IT skills to undertake your role more effectively, Civil Service Learning has a range of e-learning programmes covering the full range of the Microsoft Office and Google programs, from the very basic to advanced skills
- Professional Meetings, Panels and Working Groups: In most instances, member attendance at professional bodies' boards, committees or working group meetings where your knowledge is developed through self managed learning, such as reading meeting papers and or other materials would count as informal learning, unless there is clear justification as to why it should count as formal learning
- Acting as an Assessment of Professional Competence Assessor: APC assessing counts as formal CPD and also covers the rules and ethics requirement. All training undertaken by APC Supervisors and Counsellors in association with fulfilling this role will also count as formal CPD.
- Presentations and Publications: Research and preparation required for presentations and/or publications. This may be to colleagues, clients, professional bodies' faculty groupings and public meetings and can also include lecturing on careers and the profession.

## 5.2 Self-directed and informal learning

Private study is one of the most efficient and cost effective ways to broaden your area of knowledge in both areas of general professional interest and specialised areas. The advantages are that the individual receives the learning when they require it and at a pace that suits them, it also gives efficiencies in both time and money. There is a wealth of knowledge out there that members can tap into, including:

- E-learning programmes; available through the GPP portal and covering a wide range of topics.
- Professional journals
- Enrol on-line with the RICS and/or the BIFM and use the resources on their websites. This gives you access to areas such as Practice Standards, Guidance Notes, Information Status Papers and Codes of Practice as well as other learning material such as research papers and professional guidance.
- Various online sources of commercial property news, data and research, including the GPP LinkedIn and Twitter sites, if relevant

- Manuals, Instruction Bulletins (IBs) and Articles
- Internet websites of professional interest such as [www.communities.gov.uk](http://www.communities.gov.uk).

### 5.3. Personal Activities outside the workplace

Skills acquired from personal activities outside the workplace may also count towards CPD, provided you are learning skills that are relevant to your role.

Examples include:

- Voluntary (non-professional) work: active involvement with voluntary/charitable organisations can be a rewarding experience and also develop skills that enhance your career. You may, for example, develop your financial skills by dealing with applications for grants and lottery funding, or develop skills through organising/running meetings
- Serving as a school governor, Justice of the Peace, or member of Parent Teachers Association: these activities can broaden knowledge and understanding of many issues for example in the areas of people management, decision making and communication skills

### 5.4 Courses, Seminars and Conferences

Training courses or seminars, whether these are internal or external, on any topic of relevance to your professional and personal development will count towards your CPD requirement. This can include discussions and presentations made in team meetings or provided by your business unit in addition to the centrally run courses covering technical/operational subjects and the learning available through Civil Service Learning. The GPP portal will give details of events that the RICS and other organisations now run; check out what is happening local to you.

Attending a conference may count as formal CPD but it will depend on the nature of the conference and the level of learning achieved. If you attend a conference that will develop your understanding of a specific subject which is relevant to your work then it would count as formal CPD but if the focus is more on networking opportunities then attendance would most likely not count as formal learning.



## 6. Example CPD Record

CPD Record – Joe Bloggs							
Event Title	Date	Event Description	Delivery Method	Learning to be embedded	Formal hours	Informal hours	Total hours
Public Sector Property Asset Management	12/04/2014	A day course covering the specific characteristics of public sector PAM compared with the private sector.	Face to face	Awareness of political considerations on PAM-related decisions.	6	1	7
Energy Savings Benchmarking	29/06/2014	Presentation to colleagues	Video Conference	Knowledge sharing on energy efficiency data	0	1	1
				TOTAL	6	2	8