

# ISBL CPD POLICY

## CONTINUING PROFESSIONAL DEVELOPMENT



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As the professional body for school business professionals we want our members to be the best that they can be and represent professional excellence. We require our members to make a commitment to their own professional development. Your expected commitment to CPD by membership category is outlined on the ISBL website and can be accessed [here](#).

Underpinned by the ISBL Professional Standards, CPD is an integral component of your continued professional journey. CPD is therefore personal to you and your own development needs and career aspirations.

We recognise that your CPD activities must be owned and managed by you. We ask you to ensure that any activities that you undertake are:

- relevant to you and your career
- able to support the development of your knowledge and expertise
- planned, executed, recorded and evaluated to demonstrate the impact on you and your role
- varied – this is because we recognise that our members will have differing access to resources and activities that support their own professional journey

## What is Continuing Professional Development

Continuing Professional Development (CPD) is a process of building, maintaining and enhancing your knowledge and skills.

CPD helps you plan your development, review what you have learnt and evaluate the effectiveness of your activity.

Your commitment to CPD is important as the activities you choose will help to underpin your validity and competence as a School Business Professional.

CPD is not always formal and linear, activities can range from formal educational activities such as instructor-led training courses, workshops or seminars, to more informal approaches such as work-based learning or mentoring. CPD can also include self-directed study such as e-learning courses and structured reading. It's a record of what you experience, learn and then apply. courses and structured reading. It's a record of what you experience, learn and then apply.

## What are the benefits of CPD?

CPD helps ensure that, as an ISBL member, you have the knowledge and skills necessary to succeed as a school business professional and benefit the school you work in. It helps:

- Builds professional confidence and the reputation of the school business profession
- Adapt positively to change by continuously updating skills
- Support any career goals by focusing on relevant training and development
- Be more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge and experience and planning action accordingly



## Do I need to keep a record of my CPD?

Keeping an accurate record of your CPD is important. We would advise all our members to use the CPD diary available on the member portal to record their CPD activities. The Professional Development Cycle directs users to:

- Identify the career goal that you want to achieve
- Identify what training or skills development might be needed to underpin this goal
- Undertake the development
- Record the activity
- Demonstrate the impact



## What can I include in my CPD?

There are any number of activities that can be included in CPD from reading The Voice or ISBL blogs to undertaking formal qualifications or attending Local, Regional or National Conferences. No activity should be discounted; however, we would ask that all your CPD is relevant to you and your career.

## Can external activities be included?

External activities such as participation in local groups or clusters can provide useful CPD opportunities, particularly if you are an active member playing an active role in the running and management of the organisation.

## How many hours can or should be recorded for each activity?

ISBL does not presently have any plans for monitoring the apportionment of CPD amongst our members. We would ask that members apply professional judgement to their development and only record items that you feel genuinely add to your development. For example, it wouldn't be feasible for all your CPD activity to be claimed by reading three editions of The Voice throughout the year.

## Will ISBL be auditing the CPD logged by Members and Fellows?

ISBL does not presently have any plans for auditing the CPD records of our Members and Fellows. We will monitor the situation and reserve the right to view a random selection of records to ensure that the consistency and quality of member's submissions.