

# Continuing Professional Development

## CPD evidence submission form

Please read the accompanying [guidance notes](#) before completing this form. You may find it helpful to read the [examples](#) before you complete the submission form

IChemE will endeavour to respect the confidentiality of the information provided and your submission will be disclosed only to those IChemE Members dealing directly with the review.

Registrants are requested not to include or attach any company sensitive information within their submission.

Please note – There is hidden spell check functionality available on this form, please ensure you have macros enabled and to activate the spell check populate the date field in Section 3 to spell check the whole document.

<b>Family Name</b>	Dickinson
<b>Given Name</b>	Tom
<b>IChemE Membership No:</b>	675623
<b>Email Address:</b>	t.dickinson@email.com
<b>Registration CPD Evidence is provided for</b>	<input checked="" type="checkbox"/> MIChemE / FIChemE / CEng <input type="checkbox"/> CEnv

### Section 1 – Status

Do you consider yourself to be professionally active\* at this time?

YES – Proceed to Section 2.

NO – I am not professionally active and therefore exempt from the CPD requirements.

Please provide explanatory information of your status in the box below\* and proceed to Section 3.

\* See guidance notes for more details

### Section 2 – CPD evidence

Please complete the table below, detailing the filenames and description of any accompanying documents that you will refer to in your submission. You are requested to include an up to date CV.

Filename	Description
T_dickinson_cv.docx	Current CV

Please complete the following parts of the form as outlined in the guidance notes.

If the information is already contained within one of your attachments, there is no need to repeat or copy it into the boxes below, but you should explain where the information will be found. This should be done by clearly stating the filename and location within the attachment where the information is to be found (e.g. page number or section number).

The combination of your responses below is designed to show that you are meeting the IChemE's CPD requirements. Please refer to the [guidance notes](#) for more details.

If using acronyms please use the full name when first mentioned and the acronym you are going to use in brackets.

### Part A – Planning your CPD (Requirement 1)

Please provide an outline of your CPD process, explaining how and when you review previous CPD activities, identify future needs and set your CPD objectives for the forthcoming cycle/period.

It is suggested that your summary is no longer than 300 words.

As a university lecturer, I have an annual review meeting with my line manager each August to review last year's performance, including CPD related activities, and to agree my work for the academic year ahead which includes CPD activities.

I also have a 6 monthly check-in, usually in February to assess progress.

CPD conversations focus on activities in 3 areas

1 – Research / industry collaboration work

2 – Teaching

3 – Administrative / 'Soft skills' (based on general University processes)

The CPD conversation is primarily based on what I need for my current role and expected activities in the next 12 months, and secondarily on what I need to develop for my next role in 2-3 years time.

### Part B – Previous CPD plan (Requirement 2)

Please give start and end date of your **last completed** CPD cycle.

August 2014 – July 2015

For this last completed CPD cycle, please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How you would know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

#### 1 – Research

(a) To support my current research skills and the in preparation for a research project starting in early 2016 I will be attending a summer school titled “Industrial CFD: Mathematical Foundations and Applications” to be held in Nottingham during July 2015.

#### 2 – Teaching.

(a) I am progressing towards Postgraduate diploma in learning and teaching in higher education and I intend to complete 2 modules in the next 12 months. This is being done to improve my skills in teaching to undergraduates. Success will be measured by successful completion of the modules.

(b) I have been asked to review and update the second year course in fluid dynamics, and this will require me to research new material for the course, and at the same time improve my own level of knowledge. Success will be measured by delivery of updated course material by the end of March 2015.

#### 3 – Administrative / Soft Skills

(a) I will be attending the University’s mandatory course in budget management and financial control in preparation for managing the budget for my upcoming research project.

### Part C – Reviewing and reflecting on previous CPD undertaken (Requirements 3 & 4)

For each objective provided in your previous CPD plan above, please summarise below the review and reflection you carried out for each objective including information such as:

- What you learnt from the development activities you completed?
- Did you meet the development objectives and any specific measures of success that had been set?
- What benefits you and your organisation gained from the development activities?

It is suggested that you use no more than 500 words.

#### 1 – Research

(a) I successfully attended the “Industrial CFD: Mathematical Foundations and Applications” held in Nottingham during July 2015. This summer school has taught me how to use some of the available CFD tools, although only at a relatively basic level, and after reviewing the pros and cons of each, I was able to select the tool that I will initially use in my research project.

#### 2 – Teaching.

(a) Due to time and budget constraints I was only able to complete one of the modules in the PD diploma in the last CPD cycle, in “Teaching settings and strategies”. However, I learnt much from the module, which I will be able to put into practice with the courses that I am currently teaching, in distillation and heat transfer.

(b) I completed the update of the 3rd year fluid dynamics course and I am now prepared to deliver it in the next academic year. I have improved by general knowledge in the topic, and specifically in the area of dense phase fluids.

#### 3 – Administrative / Soft Skills

(a) I completed the course in budget management and financial control and have reviewed the departmental specific control processed and procedures, so that I am prepared to manage my

research project budget.

What information did you take from the review and reflection of your previous CPD activities described above, to carry forward into your next CPD plan?

It is recommended that you use no more than 200 words.

1 – I have identified the need to develop deeper skills in the chosen CFD package and this will be a focus for me in the next year.

2 – I have agreed with my manager that I will be given space and resources to complete two modules next year in order to complete the diploma.

#### Part D – Current CPD plan (Requirement 2)

Please give start and end date of your **current** CPD cycle.

August 2015 – July 2016

For the current CPD cycle please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How you would know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

1 – Research

(a) To support my current research project I will be carrying out online training and attending a 3 day workshop in using my selected CFD package to deepen my knowledge and skills in how to use it.

(b) I will be attending a European conference on CFD in December, specifically to learn about validation and verification of models.

2 – Teaching.

(a) I intend to take the final 2 modules in the next 12 months to complete the Postgraduate diploma in learning and teaching in higher education

3 – Administrative / Soft Skills

No specific plans in this area for this academic year, but I have discussed with my line manager about being put forward for Principal Investigator training and the next opportunity, which might occur this year, or next.

### Part E – Supporting others (Requirement 5)

What have you done in the last 12 months that has supported the learning and development of others?

It is recommended that you use no more than 200 words.

As well as my day to day role of teaching undergraduates and supporting postgraduate researchers, I have help run a departmental workshop in lab safety processes and procedures with the aim of sharing best practice and improving our current processes.

I also presented a local IChemE members group evening technical event on CFD, and encouraged many of the university students to attend as well.

### Part F – CPD activity types used

For the objectives you described in Parts B, and work described in Part E above, please fill in the table below to show the mix of activity types that were used.

CPD objective/work	Work based learning	Professional activity	Formal / educational	Self-directed learning	Other
CFD summer school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in learning and teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid dynamics undergraduate course update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budget management and financial control course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab safety workshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenting at IChemE member group technical event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section 3 – Declaration

I hereby agree that this CPD report represents a true account of my continuing professional development process and the information contained in this form is correct.

Please tick the box below, and enter your name and date to indicate your agreement to this declaration.

I agree to the declaration <input checked="" type="checkbox"/>	
Print Name:	Tom Dickinson
Date*:	21st April 2016

\* The date field above has a hidden spell check functionality embedded via a macro, to use this please ensure you have macros enabled and to activate the spell check enter a date above and press the tab button.

**Kuala Lumpur - London - Melbourne - Rugby - Singapore - Wellington**

Contact details for IChemE global office locations can be found at [www.icheme.org/contactus](http://www.icheme.org/contactus)

Institution of Chemical Engineers | Davis Building, Railway Terrace, Rugby, CV21 3HQ, UK  
Incorporated by Royal Charter 1957. Founded 1922  
A registered charity in England & Wales and a charity registered in Scotland (SC 039661)