

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.

Family Name	Jones
Given Name	Alison
IChemE Membership No:	234567
Email Address:	a.b.jones@email.com
Registration CPD Evidence is provided for	<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
a.jones-cv.pdf	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.

I retired from Alpha Pharmaceuticals in 2014 but continue to carry out volunteering activities such as IChemE membership interviews (PRI) and acting as a mentor to one or two younger engineers in my local area.

I do not therefore have a long term CPD plan, but act to keep my general knowledge up to date, and relevant for my volunteering activities. This is achieved by the following activities;

1 - Keeping abreast of general chemical engineering knowledge by reading magazines such as 'The Chemical Engineer' on a regular basis.

2 – Maintaining my industry knowledge by reading trade magazines and reading articles on the internet

3 – When I am asked to carry out a PRI, I will read the C&C report and if there are any topics that I am not familiar with, I will carry out online research at the time to ensure I can successfully complete the interview.

Part B – Previous CPD plan (Requirement 2)

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

Jan – Dec 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.

As explained above, I do not have a formal set of objectives each year, but carry out general reading and research as needed to allow me to fulfil my duties as a mentor and interviewer. The activities I expected to carry out are as described above.

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.

Last year, I read copies of 'The Chemical Engineer' and 'Pharmaceutical Engineering' magazines on a regular basis and in doing so I was able to keep my general and industry specific knowledge up to date.

I also carried out specific research on 'air separation' technologies in order to successfully carry out a PRI in August, a topic which I had little knowledge of prior to this point.

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.

Based on the activities I carried out in 2015 which successfully allowed me to carry out my volunteering work, I will continue to do the same in 2016.

Part D – Current CPD plan (Requirement 2)

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

Jan – Dec 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 would you know if you met the objectives you set yourself?

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

My planned activities for 2016 are the same as for 2015, as I am continuing to mentor and carry out interviews for IChemE.

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.

In my mentoring role, I had a detailed conversation with my current mentee on hazard identification techniques appropriate for the pharma industries and what experiences she should look to gain from her current employer in order to meet IChemE's requirements.

I was also asked by my local school to go in to give a short talk about engineering to 14 year olds, in order to introduce the topic to them and to get them to think of it as a possible career.

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
Reading magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Researching air separation and carrying out PRIs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mentoring	<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"/>
	<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:	Alison Jones
Date*:	16th 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

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