

Application form for Fellowship of the Institute



For Army personnel

D/ATRA/11300/9/4 dated 4 Feb 03, the Revision of Individual Training Directives 2003, directs the mandatory annual individual training requirement applicable to Army personnel (ITDs 1-12). ITD attendance and results are recorded on each individual's personal records and are subject to scrutiny by the chain of command. The minimum time required to complete ITDs 1-12 is in the region of 40hrs.

The requirement for Fellowship of The Institute of Continuing Professional Development (FInstCPD) is generally based on 50% excess of a professional body's average annual minimum requirement. Regular Army personnel wishing to qualify must, therefore, complete a further 20 hrs of relevant Continuing Professional Development (CPD) per calendar year. For TA personnel, the amount of qualifying CPD will be determined individually, based on the individual's TA Category.

Personal and contact details

Rank.....Initials.....Surname.....

Post nominal letters.....Date of birth.....

Professional qualifications/letters.....

Capbadge.....Trade/specialism (if appropriate).....

Full unit address.....

Telephone.....Mobile.....

Email.....

Home address.....

Telephone.....Fax.....

Email.....

Please indicate preferred correspondence address: Home Work

**Due to a special arrangement with the Army, the annual subscription is £50 plus VAT.
Please enclose a cheque for £58.75, made payable to ICPD, with your application.**

Declaration

I hereby apply for admission to Fellowship of The Institute of Continuing Professional Development and declare that, in the 12 month period to the date of this application form, I have completed no less than 20 hours of qualifying CPD in addition to annual ITDs. I confirm that the information in support of my application is accurate and agree, if admitted, to abide by the Institute's bye-laws (available at www.cpdinstitute.org).

Signature.....Date.....

**Please send your application, together with supporting material and subscription fee to:
The Membership Office, The Institute of Continuing Professional Development, Grosvenor Gardens House,
35/37 Grosvenor Gardens, London SW1W 0BS, UK Tel +44 (0)20 7828 1965 info@cpdinstitute.org**

Commanding Officer's Confirmation

Name of applicant

I confirm that the above named has completed no less than 20 hours of qualifying CPD in addition to annual ITDs in the 12 month period to the date of the application.

Signature.....Date

Name

Rank.....

Contact tel no.....

Qualifying CPD activity

1. Qualifying CPD must be relevant to an individual's Army career. It may include:

- a. CPD or training which is relevant to an individual's trade, specialism or capbadge.
- b. Pre-deployment training.
- c. Courses, briefings, presentations or workshops which inform personnel about changes to terms and conditions of service, security aspects, relevant government or MOD initiatives etc.
- d. Courses and seminars designed to enhance awareness of international affairs, the role and structure of the Armed Forces, other armed forces, diplomatic and political issues, military history etc.
- e. Briefings, presentations and courses of instruction relating to new and emerging methodologies, technologies and equipment.
- f. Language and cultural training.
- g. Management and human resources training including Equal Opportunities, SHEF, IIP, EFQM, interviewing skills, counselling skills, welfare training, appraisal training etc.
- h. Preparation for, and delivery of, presentations or lectures to Army personnel.
- i. Activities associated with acting as an assessor, verifier, mentor, external examiner or similar.
- j. Distance or flexible learning including e-learning (whether at an Army Learning Centre or other location).
- k. Formal private study and pre-course reading.
- l. Research and preparation of articles for submission to professional journals including regimental magazines.
- m. Attendance on career courses such as CLM, JOTAC or ICSC(L).
- n. Briefings and seminars which inform personnel about new or revised Army or Defence policies, strategies and plans.
- o. Attendance on working groups and steering groups requiring a significant personal contribution.

2. Qualifying CPD activity shall be computed as follows:

- a. The maximum time attributable to any qualifying activity shall be the duration from the opening to the close of any formal event calculated to the nearest half hour or from the commencement to the completion of other informal activities.
- b. When an individual attends for only part of a qualifying CPD event, only the time attended shall be counted.
- c. Time spent administering CPD activity shall not qualify.
- d. Further to paragraph 1.k. above, regular reading of professional journals does not normally count as "private study" unless it is part of an individual's structured programme of study leading to an award or qualification or in preparation for attendance on a course.

Please note that Fellowship of the Institute does not necessarily infer compliance with the CPD rules of the Army, which the Army remains free to enforce independently.

With reference to the guidelines on the opposite page, please summarise your qualifying CPD activity over the past twelve months by completing the form below and/or attaching copies of your CPD record/PDR.

Activity	No. of hours	Comments
Attendance at:		
CPD events		
Divisional briefings, lectures or presentations		
Brigade/Garrison briefings, lectures or presentations		
Unit briefings, lectures or presentations		
Short university courses		
Conferences or seminars		
In-house training		
Delivery of:		
Lectures, presentations or other CPD activity		
Involvement in:		
Distance learning and e-learning		
Coaching, mentoring, assessing or verifying		
Writing		
Structured reading		
Relevant research		
Other activities:		
Total hours		

FOR INTERNAL USE ONLY

Approved for membership

Initials

Date.....



The Institute of
Continuing Professional Development

www.cpdinstitute.org

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