



## Application form for Fellowship of the Institute

For members of the  
**Government Economic Service**

# GES

The Government Economic Service Guidance for Continuous Professional Development (see over) includes a requirement to complete at least 50 hours of economics CPD per year.

Fellowship of The Institute of Continuing Professional Development (FInstCPD) is generally based on 50% excess of a professional body's minimum requirement.

It has been agreed with the GES that the requirement for GES members is: **an amount of 75 hours minimum of qualifying economics CPD, undertaken in the 12 month period preceding application.**

### Personal and contact details

Full name.....Title (Mr/Ms etc).....

Honours/Awards .....

Professional qualifications/letters.....

Grade of GES membership .....Date of birth.....

Home address .....

.....

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

Email.....

Company.....

Position held .....

Company address .....

.....

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

Email.....

Please indicate preferred correspondence address:      Home       Work

**The current annual subscription for GES members is £50 plus VAT. Please enclose with your application a cheque for £58.75, payable to ICPD.**

### 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 75 hours of qualifying economics CPD activity. 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](http://www.cpdinstitute.org)).

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

Please sign the Declaration above and forward this application to:

**Mr Andy Ross at HM Treasury, 1 Horse Guards Road, London, SW1A 2HQ, for completion of the Employer's Confirmation.**

On completion, please send your application together with your subscription fee to:

**The Membership Office, The Institute of Continuing Professional Development, 35/37 Grosvenor Gardens, London SW1W 0BS**

## Extract from: **Government Economic Service Guidance for Continuous Professional Development (CPD)**

- 1) The GES guideline for CPD is 100 hours per year. At least 50 hours of this must be on economics. These hours will be exceeded during periods of more intensive development e.g. induction and full-time courses. The guideline is pro-rata for part-time workers and new members.
- 2) GES members on interview panels will ask for your GES CPD summary statement (see below) and check that you have met the guideline.
- 3) Do not detail every instance of development - simply summarise under convenient headings. Typical examples include: Conferences and seminars; Courses; Informal learning (such as reading); Outside of work activities; Work experience/on the job training.
- 4) The GES '50 plus 50' guideline is designed to encourage balanced CPD. For guidance on broader development refer to your department.
- 5) The GES guideline does not translate into entitlement for 'study leave'.
- 6) It's the outcome not the method that matters: Anything can count as CPD so long as you can show that you have learnt something relevant from it.
- 7) The essential principles are:
  - Development is continuous i.e. GES members should always seek improved performance.
  - Effective learners own and manage their own CPD, guided by job and competency specifications.
  - Learning objectives should be 'SMART', (Specific, Measurable, Agreed, Realistic, Time bound), and serve organisational goals including career development.
- 8) Coaching/tutoring of government economists and non-economists is regarded as CPD.

**Please note that Fellowship of the Institute does not necessarily meet the full extent of the guidelines for GES CPD.**

## Employer's confirmation

Name of applicant .....

I confirm that the named applicant is a member of the Government Economic Service and has completed no less than 75 hours of economics CPD in the 12 month period to the date of the application overleaf.

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

Name.....

Position .....

Contact tel no.....

**Please return to the applicant for submission to  
The Institute of Continuing Professional Development.**



The Institute of  
Continuing Professional Development

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