

## CPD Record

# 4 steps to CPD

**Name:**

**CQI | IRCA Membership Number:** 6015976

**From:** 01/12 **to:** 01/17

This record has two parts, your CPD plan and your CPD activity log. Start by identifying your CPD objectives in your **plan**. Record and reflect on your activities to achieve your objectives in your log. At the end of your CPD record period reflect on how you have got on with achieving your objectives and draft a plan for the next period.

Further guidance can be found on our website at [www.quality.org/irca-cpd](http://www.quality.org/irca-cpd)

Identify your learning and development objectives every 12 months. Think about what areas you need to develop, or keep up-to-date, both in terms of knowledge and skills. Your plan is a living document so you should update it at any time during the 5 year recertification cycle.

To identify your development objectives you should consider the following:

- Changes in standards, regulations and legislation, industry, your profession
- Your job role and objectives
- Your strengths and weakness
- Any feedback you have received from colleagues, employer and clients
- Organisation and client plans and requirements
- Quality Competency Framework

## CPD Record

# PLAN (1)

Complete the table below, once you have identified your objectives.

<b>Learning and development objective (Plan)</b>
1. Improve communication, negotiating and influencing skills to better manage my team, work effectively with colleagues and client portfolios.
2. Gain EMS certification to widen the scope of my role in support of the organisational objective to offer EMS audit services.
3. Improve process performance to support business growth objectives.
4. Improve the way I conduct audits of supplier companies.
5. Keep up to date with changes within the quality profession.
6. Develop consultancy skills to embrace a career in consultancy.
7. Support the transition of our management system to ISO 9001:2015.

## CPD Record

# DO, CHECK and ACT (2, 3 & 4)

**Throughout the year record all activities relevant to your CPD objectives.**

1. In the Do field: Record the activities that have you done to achieve your CPD objectives
2. In the CHECK field: Record what you have learned and which objective it relates to.
3. In the ACT Field: Record how you have applied what you learned/ how you will use it in the future

You can record any professional activity that has helped your objectives. You should consider devoting 10-15 hours of activity to your professional development each year. Add as many rows as you need.



# Activity log

Date	What have you done (Do)	What did you learn (Check)	How have you applied it (Act)
DD/MM/YY	1-day course Mapping and Improvements	<p><b>This activity relates to objective 3- Improve process performance in support of business growth objectives.</b></p> <p>I developed my understanding of process management and how it can improve the audits that I carry out and the quality of my findings.</p> <p>I understand the difference between core and support processes</p> <p>I know how to establish process purpose, boundaries, potential measures and identify challenges.</p> <p>I know how to map/ re-design and improve an existing process through various techniques.</p>	<p>I have conducted a review of our core business processes and identified those which require improvement.</p> <p>I will share what I have learnt with colleagues and plan a review of existing support processes to be carried out by my team.</p>



DD/MM/YY	LinkedIn Group discussion on "The rules of opening and closing meetings"	<p><b>This activity relates to objective 1- Improve communication, negotiating and influencing skills to better manage my team, work effectively with colleagues and client portfolios.</b></p> <p>I participated in this LinkedIn discussion and shared my experiences and knowledge on how this can be done.</p> <p>I had the opportunity to see what other people in my field are doing and what they think the most important rules are.</p>	<p>I put this learning in practice when I dealt with an auditee who did not accept the NCR raised against them in closing the meeting. I persuaded them of the appropriateness of the findings and agreed a way forward.</p> <p>I have also approached difficult conversations with members of my team which before the discussion I was reluctant to face.</p> <p>I have mapped out a series of guidance notes to inform future opening and closing meetings, which I have shared with my colleagues.</p>
DD/MM/YY	IRCA e-Library article titled "The relationship among Quality Management System, Knowledge Management and Organizational Performance: An application of the Heckman Two-Steps Method"	<p><b>This activity relates to objective 6- Develop consultancy skills to embrace a career in consultancy and 3- Improve process performance in support of business growth objectives.</b></p> <p>I learnt about the Heckman two-steps method and which is used to measure the effectiveness of adopting quality management systems and implementing knowledge management on organisational performance.</p>	<p>I have implemented some of the key point of the approach into my company's management systems.</p> <p>I have also used the method when advising a client on the adoption of a particular management system and their feedback has been positive.</p> <p>First paper to apply empirical evidence on the moderating role of the above 3 concepts.</p> <p>It will help me make better decisions when choosing management systems in improving organisational performance.</p>



DD/MM/YY	Attended a seminar on issues that may arise from company`s supply chain	<b>This activity relates to objective 4- Improve the way I conduct audits of supplier companies.</b> How to spot problems within your supply chain Common solutions on how to deal with problems that may arise Useful tools and tips that can be implemented to help resolve problems with supply chain.	Since this session I have improved in the way I audit companies with supply chain issues. I have a better understanding of how supply chain works, I ask better questions when auditing and my findings are more accurate and reliable.
DD/MM/YY	IRCA ISO 9001: 2015 Transition course	<b>This activity relates to objective 7- Support the transition of our management system to ISO 9001:2015.</b> The course focussed on Annex SL and specifics of ISO 9001. I have learnt about the major changes and in particular the focus on leadership and governance. Practical sessions were useful to understand the dynamics of auditing against the revised version.  I learnt and practiced new skills to help me interview top management, audit risk-based thinking, and seek a wider range of evidence sources.	Since the course I have advised my company on the best way to transition our entire system, I have persuaded Senior Management of the importance of their involvement and a decision to transition has been reached thanks to my contribution. I have also audited three companies which have transitioned their management systems already.
DD/MM/YY	Monthly Quality World Magazine	<b>This activity relates to objective 5- Keeping up to date with changes within the quality profession.</b> I read the magazine monthly. The articles help me keeping up to date with what happens in auditing and in the quality profession as a whole.	I gave two presentations on what the role of an auditor is and I am coaching my team in using the CQI Competency Framework. One of them has gained membership at the CQI Practitioner grade, the other is now an IRCA Internal Auditor.

DD/MM/YY	Read December 2014 edition of IRCA Members Update	<p>This activity relates to objective 5-Keeping up to date with changes within the quality profession.</p> <p>I have learnt about the GAI framework and how auditors fit in the framework around governance, improvement and assurance.</p>	I have used the framework to train my team-one of them is now CQI Practitioner.
DD/MM/YY	IRCA-certified EMS Course	<p><b>This activity relates to objective 2-Gain EMS certification to widen the scope of my role in support of the organisational objective to offer EMS audit services.</b></p> <p>Understanding the requirements to plan an audit while ensuring legal compliance.</p> <p>Developed an overview of key issues and impacts for standards Create an understanding of the differences between the standards.</p> <p>Developed my auditing skills for this standard to help meet business needs</p>	My company decided to start offering EMS auditing services. I am the first auditor doing this and I have so far done 5 successful EMS audits. I am also training my team.

## CPD Record

# PLAN (1) for the next recertification cycle

**From:** 00/00/201X    **to:** 00/00/201X

After reflecting on your CPD achievements as detailed above, identify your learning and development objectives for a minimum of 12 months.

Learning and development objective (Plan)
Improve coaching skills
Learn French to support the expansion of client portfolio and help me become a consultant with clients abroad.

I declare that the information in this document reflects accurately the CPD conducted.

**Signature**

**Date**