

## Information Sheet - Institute of Welfare

### **Continuing Professional Development (CPD)**

CPD is the way in which members of professional associations maintain and improve their knowledge and skills and develop their personal qualities.

You may want to participate in CPD to:

1. Develop your professional knowledge and skills.
2. Continue membership of a professional body.
3. Prove your professional standing to employers.
4. Aid in your career development.

For whatever reason, there is an increasing need to maintain professional competence through continuing professional development. New technology, new methods of working, changes in the law and new industries are just some of the reasons for CPD in order to update personal knowledge and skills to maintain professional competence.

There are a number of steps to follow to ensure you reach your full potential through CPD.

1. List the jobs you are expected to do in work and the areas you need to be knowledgeable about, and the skills you will need to face the changes that are likely to occur in the next 2 years.
2. Consider your ambitions and the timescale you think it will take to achieve them.
3. Prioritise your development needs.
4. Consider your longer-term career development and the development of associated skills needed to meet this plan.
5. Regularly review and update your CPD in line with changes occurring in your present work.