

CONTINUING PROFESSIONAL DEVELOPMENT

User guide

This user guide provides a practical introduction to how to log your CPD. We recommend that you take time to read it to help you get the most out of the ITI CPD logging tool.

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In the ITI logging tool, CPD activities are classed as formal or self-directed. Here is a brief explanation of the difference.

Formal CPD

A **formal** CPD activity is a structured activity with a stated learning outcome, designed to meet a specific learning or development need. It is typically interactive or proactive and will generally involve a form of certification at the end.

Examples of formal CPD activities	
<ul style="list-style-type: none"> Professional skills or academic courses (face-to-face or online, e.g., DipTrans, diploma in area of specialisation, legal exams, etc.) 	<ul style="list-style-type: none"> Online tutorials, webinars, and e-learning (MOOCs, online courses, etc.)
<ul style="list-style-type: none"> Attending conferences, workshops, lectures, etc. (ITI and non-ITI) 	<ul style="list-style-type: none"> In-house training for staff translators

Self-directed CPD

A **self-directed** CPD activity is an unstructured or informal activity that meets a learning objective but may not have been undertaken specifically for that purpose. It is generally unaccompanied.

The following does not count as CPD:

- Any study undertaken (BA/MA in languages) as part of preliminary training for entry into the profession
- Research undertaken as part of your paid work

Examples of self-directed CPD activities	
<ul style="list-style-type: none"> Committee & outreach work (e.g., committee work at ITI, network or geographical group, other professional body; voluntary work for charity, e.g., TWB; crisis communications; talking to schools) 	<ul style="list-style-type: none"> Reading technical materials, books, journals, and magazines (e.g., ITI Bulletin, news articles, literature in your specialist subject)
<ul style="list-style-type: none"> Writing articles, reviews, etc. (e.g., dictionary/website/software reviews for professional journals) 	<ul style="list-style-type: none"> Watching/listening to news, films, series, documentaries, etc. to practise your language skills and subject knowledge
<ul style="list-style-type: none"> Attending trade shows, business/networking events, etc., visits to technical installations or client premises 	<ul style="list-style-type: none"> Peer learning (revision clubs, WhatsApp groups, etc.)
<ul style="list-style-type: none"> Preparing and delivering lectures, presentations, seminars, or workshops 	<ul style="list-style-type: none"> Acting as a mentor, examiner, assessor

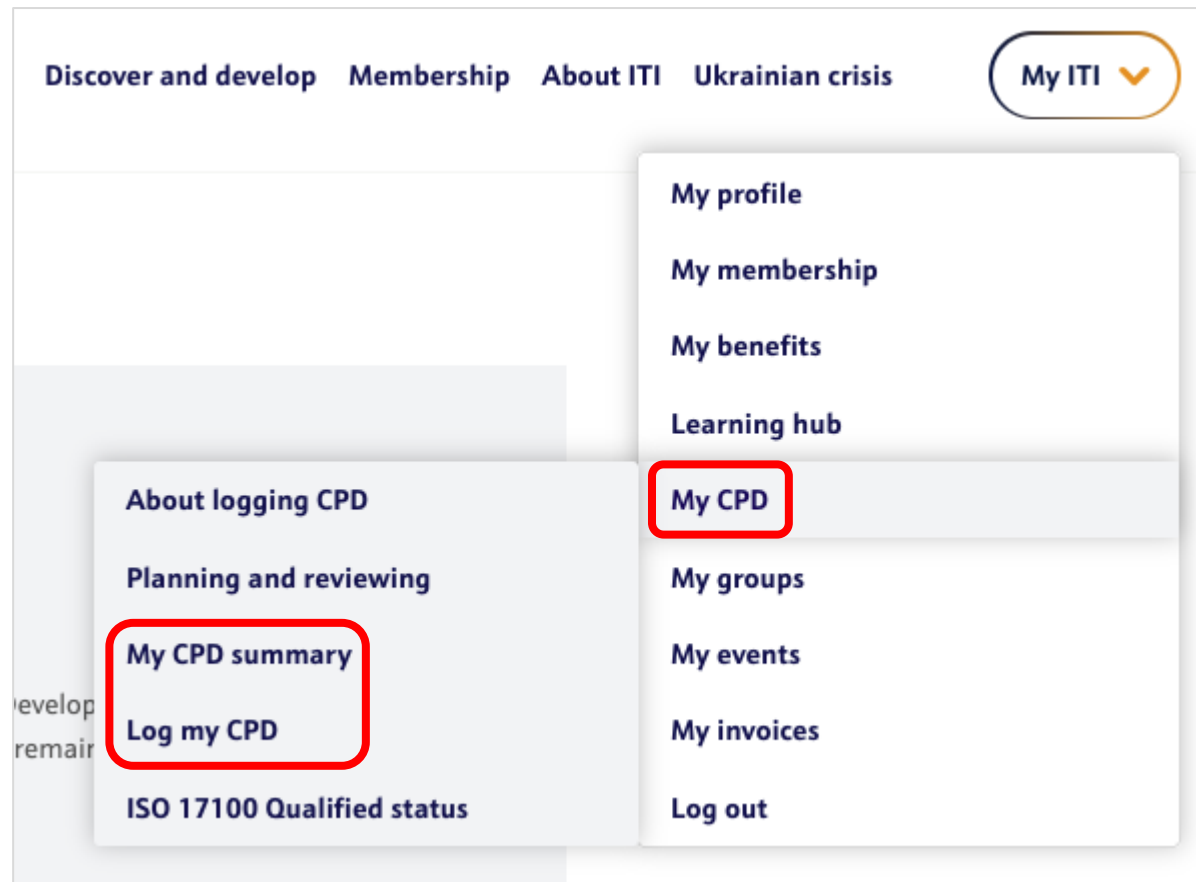


Logging your CPD

To access My CPD, log in to My ITI and select **My CPD** from the drop-down menu under My ITI.

To log a new CPD activity, click on the **Log my CPD** button.

Alternatively, you can go to the **My CPD summary** page, which contains a summary of the CPD you have logged to date.





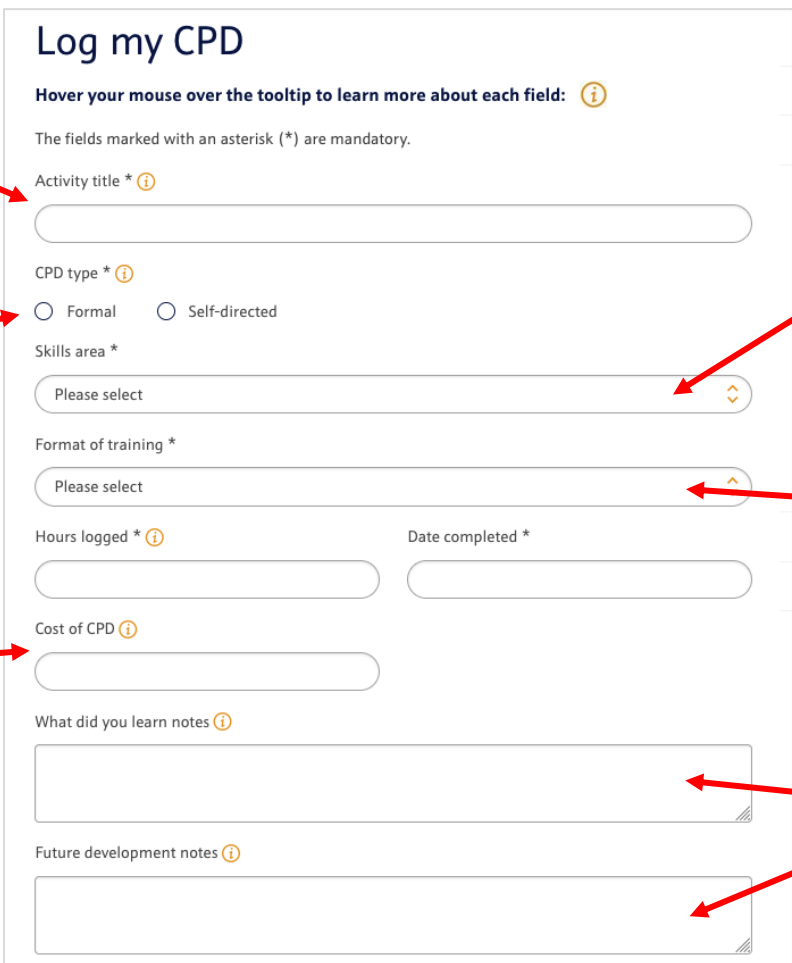
My CPD Summary

This is where you can find details of your CPD for the year and add a CPD plan.

The screenshot shows the 'My CPD summary' page. It features a donut chart for 'CPD logged 2022/23' showing 16/30 hours. Below this is the 'Your CPD Plan' section with a 'Download activity report' button and a 'Year' dropdown menu. Callout boxes provide instructions: 'Log your CPD by clicking here.' points to the 'Log your CPD' button; 'Click here to open a text box to enter and edit your CPD plan for the year.' points to the 'Edit CPD plan' button; 'You can see your CPD summary for past years by selecting the relevant CPD year here. You will be able to download the activity report, CPD certificate, email banner and CPD logo for the previous 2 years (if you logged at least 30 hours of CPD).' points to the 'Year' dropdown; 'Download a summary of all your CPD activities for a selected period (see 'Year'). See an example of the activity report on page 9.' points to the 'Download activity report' button; and 'See how many hours of CPD you have logged so far this membership year.' points to the donut chart.

Log your CPD

When you click on the **Log my CPD** button, the following screen opens:



The screenshot shows the 'Log my CPD' form with the following fields and callouts:

- Activity title ***: A text input field with a callout: "Enter the activity title here."
- CPD type ***: Radio buttons for "Formal" and "Self-directed" with a callout: "Choose from **Formal** or **Self-directed** (see page 2)."
- Skills area ***: A dropdown menu with "Please select" and a callout: "Select the **Skills area** you are logging your CPD against from the drop-down menu."
- Format of training ***: A dropdown menu with "Please select" and a callout: "Select the **Format of training** from the drop-down menu."
- Hours logged *** and **Date completed ***: Two text input fields.
- Cost of CPD**: A text input field with a callout: "Insert the cost of your training under **Cost of CPD** so that you can keep a record of your investment in your development (optional)."
- What did you learn notes**: A text area with a callout: "Make notes here on what you gained from your CPD and how it can be applied to your professional practice (optional). Include any areas that still need work under **Future development** (optional)."
- Future development notes**: A text area with a callout: "Make notes here on what you gained from your CPD and how it can be applied to your professional practice (optional). Include any areas that still need work under **Future development** (optional)."



Log your CPD (continued)

Once you are happy, press **Submit** to record the activity. You will be able to edit it later if you need to make any changes.

Click **Return to listing** to go back to your CPD summary. **Please note this will delete all your progress!**

Log my CPD

Hover your mouse over the tooltip to learn more about each field: ⓘ

The fields marked with an asterisk (*) are mandatory.

Activity title * ⓘ
What makes English... English

CPD type * ⓘ
 Formal Self-directed

Skills area *
Language skills

Format of training *
Online tutorials, webinars and e-learning

Hours logged * ⓘ Date completed *
7 2022-05-13

Cost of CPD ⓘ

What did you learn notes ⓘ

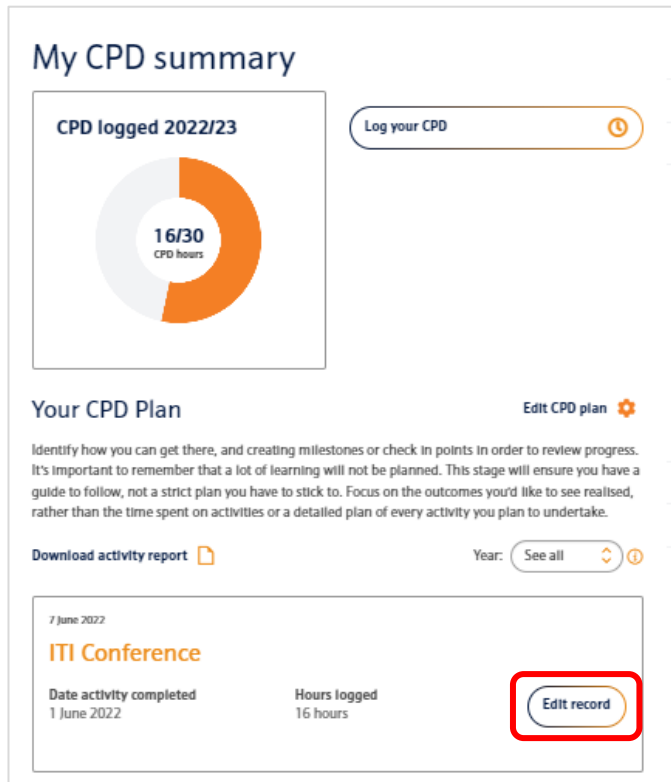
Future development notes ⓘ

← Return to listing

Submit →

Edit an activity

To edit an activity, click the **Edit record** button.



My CPD summary

CPD logged 2022/23

16/30 CPD hours

Log your CPD

Your CPD Plan Edit CPD plan

Identify how you can get there, and creating milestones or check in points in order to review progress. It's important to remember that a lot of learning will not be planned. This stage will ensure you have a guide to follow, not a strict plan you have to stick to. Focus on the outcomes you'd like to see realised, rather than the time spent on activities or a detailed plan of every activity you plan to undertake.

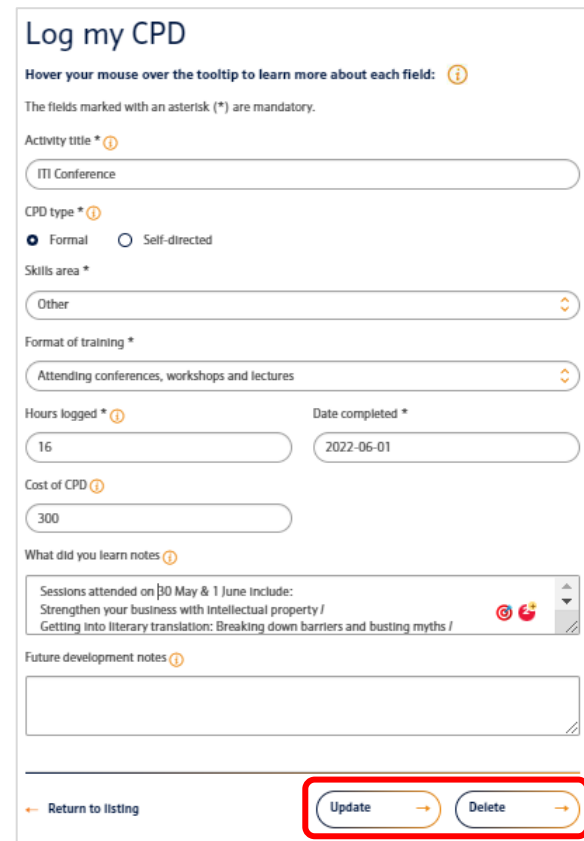
Download activity report Year: See all

Date activity completed	Hours logged	
1 June 2022	16 hours	Edit record

Update or delete a record

You can then make any changes you need*. When you have finished editing your record, click **Update**.

To delete a record, click **Delete**.



Log my CPD

Hover your mouse over the tooltip to learn more about each field: ⓘ

The fields marked with an asterisk (*) are mandatory.

Activity title * ⓘ
ITI Conference

CPD type * ⓘ
 Formal Self-directed

Skills area *
Other

Format of training *
Attending conferences, workshops and lectures

Hours logged * ⓘ 16 Date completed * 2022-06-01

Cost of CPD ⓘ 300

What did you learn notes ⓘ
Sessions attended on 30 May & 1 June include:
Strengthen your business with intellectual property /
Getting into literary translation: Breaking down barriers and busting myths /

Future development notes ⓘ

← Return to listing **Update** **Delete**

* Please note that for auto added entries (i.e., entries added automatically because you attended an ITI event live), you will not be able to edit the title, date or number of hours logged but you can still edit all the other fields.

Download email banner and CPD logo

Once you have achieved 30 hours, you can download your email banner and CPD logo for the current membership year by clicking on the **Download** buttons that appear on the right-hand side of the screen.

If you are a Qualified Member or a Fellow of ITI, the CPD Achieved logo will automatically appear in your ITI Directory Profile.



CPD achieved logo



Email banner

My CPD summary

CPD logged 2022/23



Log your CPD 

Download email banner for 2022/23 →

Download logo for 2022/23 →




Download CPD achieved certificate and activity report

To download your CPD achieved certificate, click the **Download certificate** button, as circled in red below. This will only appear once you have logged at least 30 hours of CPD.

The **Download activity report** button provides you with a summary of all the CPD that you have undertaken for the year, which you can share with your clients or keep for your records. You can download the report at any point, even if you haven't logged 30 hours yet.

My CPD summary

CPD logged 2022/23



30/30
CPD hours

Log your CPD

Download email banner for 2022/23

Download logo for 2022/23

Your CPD Plan Edit CPD plan

Identify how you can get there, and creating milestones or check in points in order to review progress. It's important to remember that a lot of learning will not be planned. This stage will ensure you have a guide to follow, not a strict plan you have to stick to. Focus on the outcomes you'd like to see realised, rather than the time spent on activities or a detailed plan of every activity you plan to undertake.

Download certificate **Download activity report** Year: See all

Institute of Translation and Interpreting
Founded 1986

CPD Award achieved

EXAMPLE
ACHIEVED

This certificate confirms that
Mrs Ann Brooks

has achieved the ITI CPD Award for 2022/2023

Signed: **EXAMPLE**
Paul Wilson, Chief Executive Nicki Bone, Chair

Milton Keynes Business Centre, Foxhunter Drive, Lintford Wood, Milton Keynes, MK14 6GD, United Kingdom

Sample CPD achieved certificate

Institute of Translation and Interpreting | I commit to Professional Development

CPD Summary 2022/23

Member name: Mrs Ann Brooks
Membership category:
Membership no: 00019137
Date: 21 July 2022

Date	Activity title	Hours
01/06/2022	ITI Conference	30.00
EXAMPLE		
Total CPD hours 2022/23		30.00

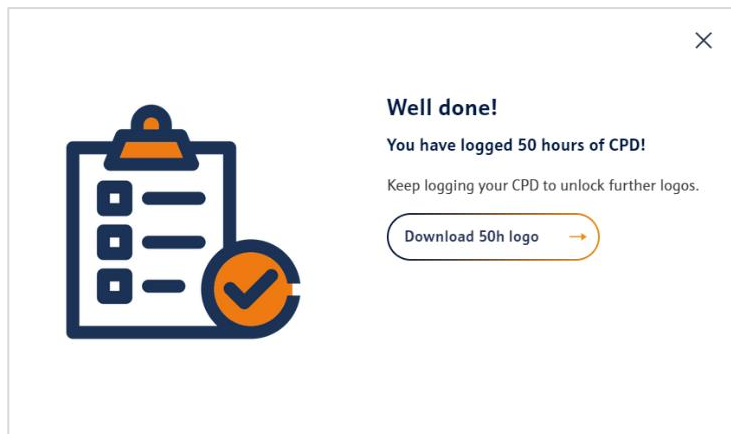
Sample CPD activity report

New CPD milestone badges

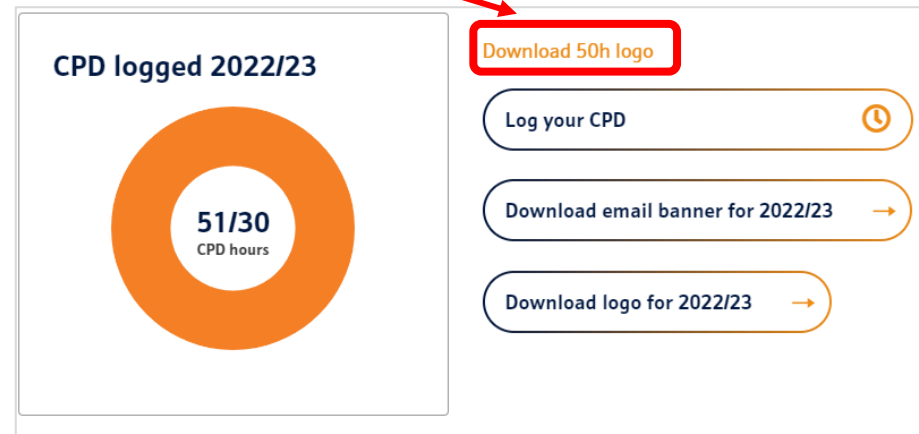
We have introduced new CPD logos to better reflect the amount of CPD ITI members have logged:



When you have achieved 50, 75, 100 or 150 hours of CPD, you will see this message on the **My CPD Summary** page:



After you close this message, you will also be able to download the logo from here:



If you have any questions on the logging tool or on CPD in general, please email professionaldevelopment@iti.org.uk