

The PD Record Sheet

Six things you need to know:

- The value of any activity undertaken can be determined by multiplying the duration of the activity in hours by 1 to 4 points, 1 being low and 4 being very high. This rating will reflect how worthwhile the activity was to you.
- An automatic 45 points will be awarded to any course of five days or more duration and/or leading to a qualification in a relevant professional discipline. This figure has been capped in order to encourage an appropriate variety of PD during the year.
- IPHE Branch or area events and IPHE PD Providers Scheme events can automatically be awarded double points. We will constantly assure the quality of these events.
- The IPHE magazine **P&HE** publishes information on specific topics. This is an excellent way of undertaking PD at a distance.
- You should use the IPHE Scheme PD Providers' for IPHE approved in-house PD events or for accessing publications, videos, etc. about free, quality-assessed PD materials. See IPHE Web site for further details or contact 01708 463112.
- If you are enrolled in the IPHE scheme as an Approved Contractor Person, under Water Regulations and or Building Regulations, you will be expected to complete 5 hours PD related to that particular aspect of plumbing.

You may keep a running record of your PD activities on the PD record sheet. Photocopies are acceptable and, in fact, many people will find that they need additional sheets. These may be photocopied, obtained from IPHE Head Office or down-loaded from IPHE Web site. When you reach

your annual target, continue to record any additional activities so that you have a comprehensive record of what you have achieved during the past year.

You should aim to achieve a minimum of 30 points in Formal PD. If you are having difficulty accessing courses, you should contact Head Office for advice.

Formal PD	General PD
Examples:	Examples:
IPHE area or Branch events	IPHE PD information in P&HE magazine and Distance Learning Partnership modules
IPHE PD Providers Scheme events and materials	Informal in-house PD presentations
Allied construction institutions' PD events	Reading, taking reference notes and in-depth project research
PD clubs and self-help groups	Training videos and television programmes unless connected to a course or seminar
Teaching	Committee meetings
Plumbing practice (for those normally in teaching)	Shadowing and mentoring
Courses, seminars, workshops and conferences	Manufacturers' technical presentations, or providers who are not included on the list of approved IPHE PD Providers' Scheme assessed materials
In-house organised lectures, seminars or workshops	Other Distance Learning programmes
Writing for commissioned publication	Study tours
	Visits to sites other than your own
	Visits to relevant exhibitions
	Outreach to schools

These lists are intended to be illustrative, not exhaustive or prescriptive. It is left to your professional integrity to decide in which category your activities fall.

PROFESSIONAL DEVELOPMENT PLAN for the twelve-month period commencing: _____

Name: _____ Company: _____

IPHE Reg. No: _____

DEVELOPMENT AIMS What areas of knowledge do you want to develop? Why? How do you want to use them?	PLANNED ACTIVITIES e.g. how to achieve your aims (specific course, research/reading, library searches, etc.)
1.	1.1
	1.2
	1.3
2.	2.1
	2.2
	2.3
3.	3.1
	3.2
	3.3
4.	4.1
	4.2
	4.3
5.	5.1
	5.2
	5.3

AMENDMENTS/UPDATE

Development Aims	Planned Activities	Date

