

# IRISH PLANNING INSTITUTE CPD FAQs

## 1. WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?

The IPI defines CPD as the on-going maintenance, improvement and development of the knowledge, skills and personal qualities required in professional life.

## 2. WHY IS CPD IMPORTANT FOR PLANNERS?

The Irish Planning Institute's mission is to advance planning by serving, improving and promoting the planning profession for the benefit of the community and the common good. CPD should form a core activity of all planners. CPD is regarded as a way of adding value to the profession and for promoting career-long learning. The Institute represents a highly skilled profession but capacity building is required to continue to grow the knowledge and skill set of planners. Compulsory CPD is an important part of delivering best practice in the planning profession in Ireland and ensuring that the profession is appropriately equipped for the future.

You can now record your CPD online on your member page - read [our guidelines](#) for more information.

## 3. HOW MUCH CPD DO I NEED TO DO?

Each Corporate / Fellow member is required to accrue and record a minimum of 20 CPD point per annum. This must be relevant to your development as a planner. The CPD calendar operates from 1 January to 31 December each year.

## 4. DO I HAVE TO SUBMIT MY CPD?

Yes, it is compulsory for Corporate and Fellow Members to submit their CPD. Members failing to comply with the monitoring process may be in breach of the [Code of Conduct](#).

## 5. IF I ATTEND AN IPI EVENT IS THIS AUTOMATICALLY LOGGED TOWARDS MY CPD?

No, it is the responsibility of the Member to submit their CPD activity through the CPD portal on the website.

## 6. DO GRADUATE, STUDENT OR AFFILIATE MEMBERS NEED TO SUBMIT CPD?

No Graduate or Student Members are not required to accrue or record CPD.

## HOW DO I DECIDE HOW MANY CPD POINTS I SHOULD RECORD FOR EACH ACTIVITY?

The successful operation of the CPD policy relies on members assessing for themselves the credits to be attributed to each CPD activity. In the case of IPI organised or approved events the organiser will specify the number of CPD credits available. When you are recording an

activity, you should ask yourself, how many hours of learning did I get from this? Generally, the rule of thumb is one hour of learning equals one CPD point.

#### DOES THE IPI MONITOR CPD?

The Institute carries out CPD monitoring each calendar year by taking a random sample of members and assessing their CPD logbooks for the previous year. If necessary, the Institute may request the provision of further evidence (such as confirmation from event organisers, checking IPI records to ensure attendance took place at the respective CPD, booking confirmation, training materials etc.) to authenticate their records. Each item in the CPD logbook should include a short explanation of the learning outcome for the member.

#### WHAT COUNTS AS CPD?

CPD generally falls into four main categories, the list is not exhaustive but outlines generally the activities which may be pursued;

- Courses, Education, Conferences and Training to develop knowledge, skills and values
- Contributions to the Profession
- Self-directed Learning
- Non-planning related courses to develop knowledge, skills and values

#### HOW DO I RECORD AND SUBMIT MY CPD ACTIVITY?

CPD activities can be recorded and submitted via the IPI website's CPD portal. The Institute would encourage all Members to log their CPD at an ongoing basis throughout the year.

#### WHAT RECORDS DO I NEED TO MAINTAIN?

In addition to logging CPD credits online, if audited documentation to should be retained by members regarding their CPD activities, this may include;

- Emails e.g., Booking confirmations;
- Certificates for Course Attendance;
- Training Materials.

#### HOW CAN I TRANSFER ECTS CREDITS TO IPI CPD POINTS?

The European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. For successfully completed studies, ECTS credits are awarded. ECTS is also designed to make it easier for students to move between different countries. more can be learned about ECTS at:

[https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system\\_en](https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en).

Under the system one ECTS credit normally equates to 20-30 hours of learning time. This is often divided between direct contact hours with an instructor and self-directed study.

60 ECTS credits are usually the equivalent of a full year of study or work placement at undergraduate or bachelor degree level. Postgraduate degrees usually comprise of between 90-120 credits.

#### I AM RETIRED; DO I STILL NEED TO COMPLETE CPD?

Members paying the reduced “Retired” subscription are not obliged to record their CPD.

#### I AM CURRENTLY NOT WORKING IN PLANNING; DO I STILL NEED TO DO CPD?

Yes. The Institute will be supportive of members who are no longer working in planning but still interested in continuing their membership of the Institute. Given the scope of the categories and the individual circumstances of the member concerned, we will work to ensure that members no longer working in planning have the opportunity to maintain and improve their professional competence in planning while unwaged or working in another sector.

#### I AM ON A CAREER BREAK; DO I STILL NEED TO DO CPD?

Yes. The Institute will be supportive of members who are on a career break. Given the scope of the categories and the individual circumstances of the member concerned, we will work to ensure that members on a career break have the opportunity to maintain and improve their professional development.

#### WHO DO I CONTACT WITH ANY QUERIES?

If you have any queries relating to this policy then please don't hesitate to contact the IPI Head Office by phone on +353 1 8788630 or email at [info@ipi.ie](mailto:info@ipi.ie).