



# RTPI

Royal Town Planning Institute

## Using the 'My CPD' online tool

### Recording your CPD on the RTPI website

CPD is an ongoing process of learning through planning and reflection, through which professionals maintain and develop their expertise. All members of the RTPI (apart from retired and affiliate members) make a commitment to maintain and develop their expertise through Continuing Professional Development (CPD).

All members are required to keep a record of their CPD which shows they have undertaken at least 50 hours of CPD in each two year period.

This advice note provides information and guidance to support members recording their CPD using 'My CPD' tool on the RTPI website. 'My CPD' means you can capture and log your CPD on the go and have a record of everything you've done. For more information about the CPD requirements for members see the [RTPI Practice Advice Note on CPD](#)

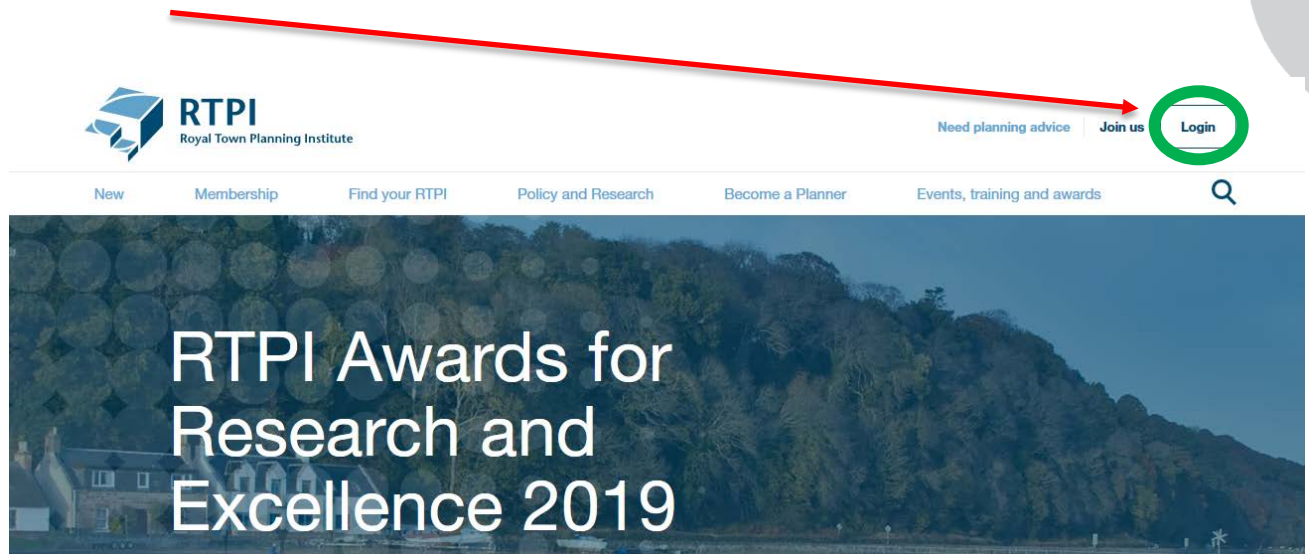
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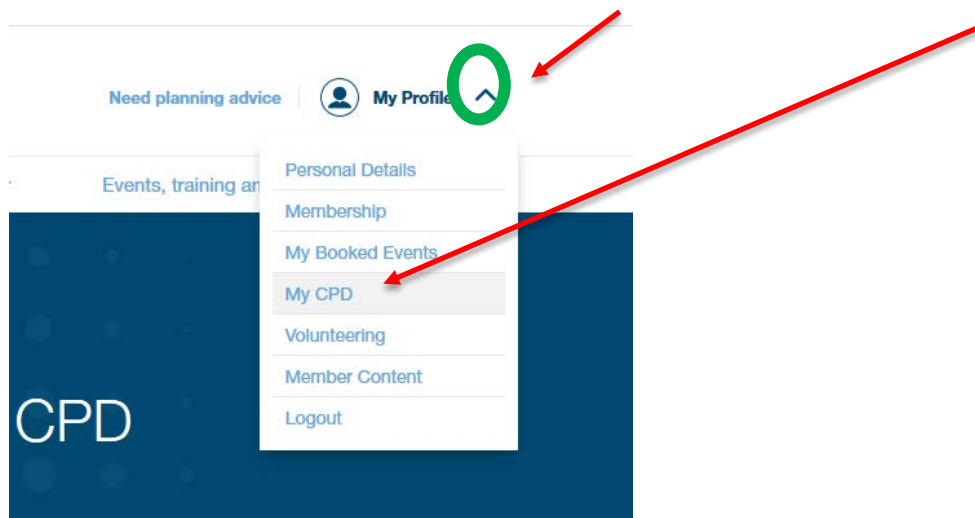
Record your CPD  
online:  
[www.rtpi.org.uk](http://www.rtpi.org.uk)

## Accessing 'My CPD'

Select "Login" on the main RTPI homepage. Enter your Membership number and Password details then click 'Sign in':

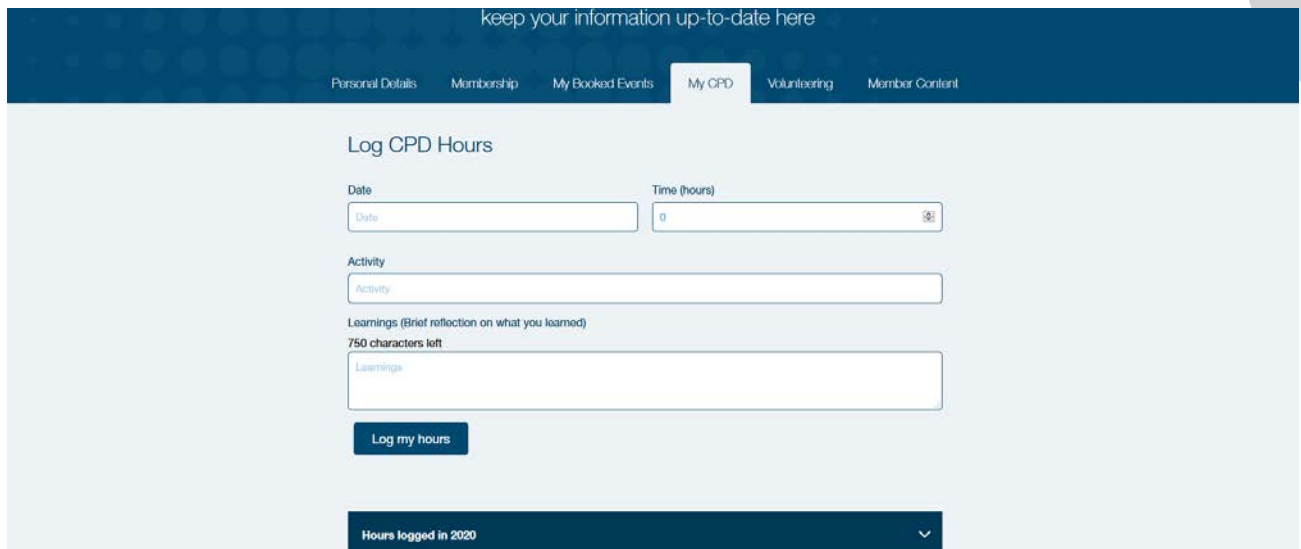


Once logged in, go to "My Profile" and use the drop-down options to select "My CPD"



## Recording a CPD activity

You should create an entry for each CPD activity you undertake. There are a number of fields that you should complete on the CPD record.



keep your information up-to-date here

Personal Details   Membership   My Booked Events   **My CPD**   Volunteering   Member Content

### Log CPD Hours

Date:    Time (hours):

Activity:

Learnings (Brief reflection on what you learned)  
750 characters left

[Log my hours](#)

Hours logged in 2020 ▼

**Date:** The date on which the CPD activity took place.

*Eg. "28 Feb 2020"*

**Time (hours):** The time taken to complete the CPD activity. *Eg. "1" (hour)*

**NB.** The Time may only be added in full hours, so please round this up or down if it includes minutes.

**Activity:** A description of the CPD activity undertaken (see table below for examples).

*Eg. "Attended a Planning Law Update".*

**Learnings:** A reflection on the CPD activity undertaken. Think about what you learned from undertaking the activity and anything you will do differently as a result of undertaking the activity. You can also use this section to assess whether you need to undertake further CPD activities on the topic.

*E.g. "It was useful because it related to a case I am dealing with and I intend to employ some of the same communication techniques within the written statement and hearing."  
"The event was useful and I will practice the thinking with a pre-application discussion I am leading on a community development for museum."*

<b>Date:</b> 10/02/2020	<b>Hours:</b> 4
<b>Activity:</b> Attended an event on heritage and localism	
<b>Learnings</b> We considered examples of historic buildings being reused by the local community. The event was useful for considering neighbourhood planning and uses for historic buildings. I will practice the thinking with a pre-application discussion I am leading on a community development for museum.	

### Types of CPD activity

Structured CPD	Self-directed CPD	Other (Championing Planning)
Training course	Reading relevant news articles or research	Deliver a training session
Conference	Listening to relevant podcasts	Write or blog about planning
Briefing/workshop	RTPI policy and research publications	Mentor students or graduates
Seminar/lecture	Reading the Planner or Planning Theory and Practice.	Become an APC assessor
Online learning		Get involved in your local RTPI group or network
Secondment or work shadowing		Volunteer for Planning Aid
		Become an RTPI Ambassador for Schools

## Viewing your CPD record

All of the activities you record will appear at the bottom of page. This can be accessed via the drop-down tab. You will have a record for each calendar year

Hours logged in 2020
^

<b>Date:</b>	<b>Hours:</b>
04/03/2020	1

**Activity:** Read about 2 relevant cases in the Planner

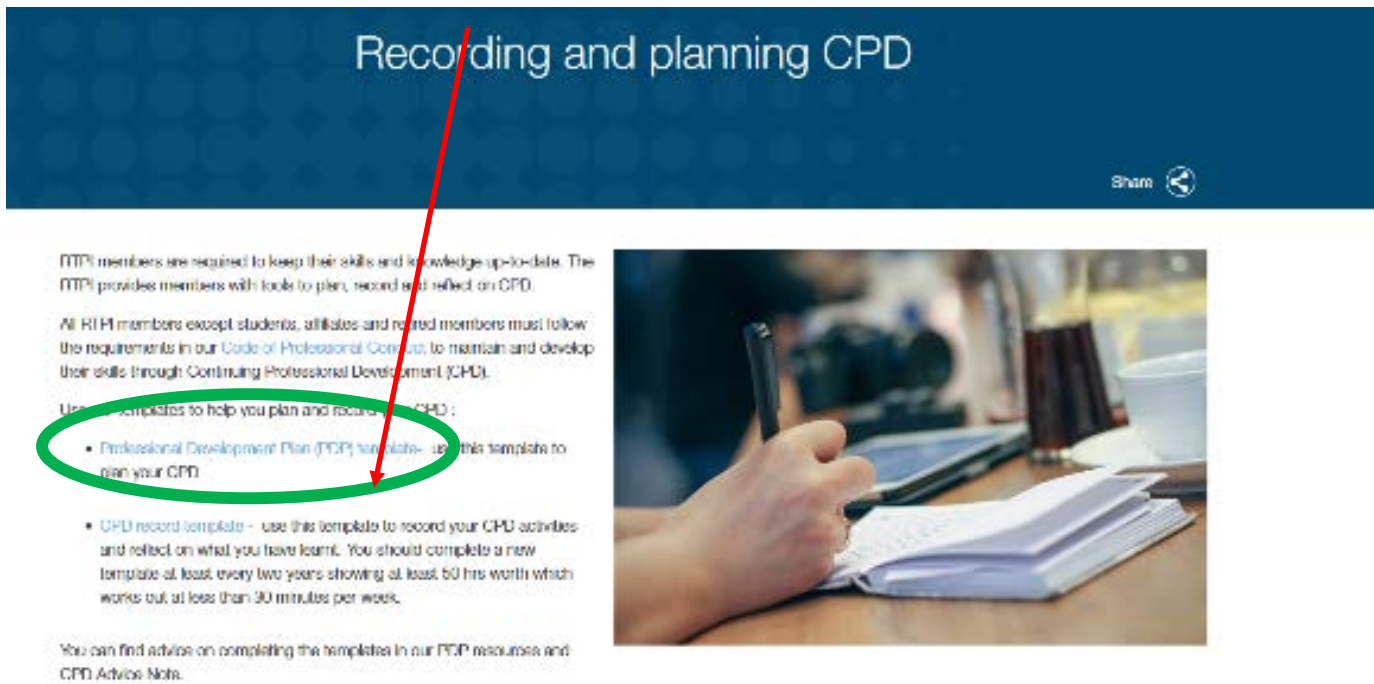
**Learnings**

It was useful because it related to a case I am dealing with and I intend to employ some of the same communication techniques within the written statement and hearing.

## Writing a Professional Development Plan

Members are also required to have a Professional Development Plan.

In order to complete your PDP, this will still need to be completed offline. You can access and download the [RTPI PDP template](#), which can be used to complete your PDP. To use this, click on the “Membership” page, followed by “CPD” and select “Recording and planning CPD”. Look at [Completing CPD Recording Offline](#) for further details.



Recording and planning CPD


RTPI members are required to keep their skills and knowledge up-to-date. The RTPI provides members with tools to plan, record and reflect on CPD.

All RTPI members except students, affiliates and retired members must follow the requirements in our Code of Professional Conduct to maintain and develop their skills through Continuing Professional Development (CPD).

Use the templates to help you plan and record your CPD:

- **Professional Development Plan (PDP) template** - use this template to plan your CPD
- **CPD record template** - use this template to record your CPD activities and reflect on what you have learnt. You should complete a new template at least every two years showing at least 50 hrs worth which works out at less than 30 minutes per week.

You can find advice on completing the templates in our PDP resources and CPD Advice Note.



## Submitting your records for monitoring

Each year a random sample of members are asked to submit their records for monitoring. If you are selected for monitoring you will receive a letter or email asking you to submit your records.

If you have been keeping your CPD record online you don't need to submit a separate CPD record. Just send in your PDPs and let the RTPI team know that your record is online.

## Completing your CPD Record offline

If you wish to, you can still keep your CPD record in the Word template. You can access and download the [RTPI CPD template](#), which can be used to keep a record of your CPD. To use this, click on the “Membership” page, followed by “CPD” and select “Recording and planning CPD”.