



Recognised CPD Activities

Activity (must relate to fire engineering)	Formal /Non Formal	Evidence required
Training provided by local IFE branch	Formal	Details of the branch and the course must be provided in your CPD portfolio
Reading relevant articles (in International Fire Professional journal or other reputable sources including the internet)	Non formal	The article, title, publication and/or website address must be provided in your CPD portfolio
Attendance at a course/seminar	Formal	The details of the training provider must be provided in your CPD portfolio
Distance learning courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD portfolio
In-house training by employer	Formal	The employers details and information about the course must be provided in your CPD portfolio
Academic or professional study	Formal	Full details of the qualifications (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification
Production of a dissertation	Formal	The title of the dissertation and the qualification details must be provided in the CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year
Research	Formal	Full details of the topic for the research and, where applicable, the organisation which has commissioned the research
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD portfolio
Work shadowing	Non Formal	Full details of aims and outcomes of the work shadowing sessions to be provided in your CPD portfolio
Coaching or mentoring (delivered face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provided in your CPD portfolio
Participation in development of specialist areas of fire engineering by attending meetings of special interest groups/committees or relevant organisations undertaking such work	Formal	Details of the committee/organisation, the area of fire engineering being considered to be provided in your CPD portfolio
Writing on fire engineering (to include material written for journals, publications, magazines and internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organisation for which the material is being produced must be provided in your CPD portfolio



Important notice

This sample list is only an example and is not intended to exclude other worthwhile activities. It will be for you as an individual member to demonstrate the development value of any activity in your record of professional development

Please pay particular attention to those activities which have not been validated by this, or some other professional institution.

Recommended level of CPD activity

25 hours per year of formal study time.

Informal study time equates to half of actual time spent.

May be spread in excess of 1 year – but in that case 75 hours over 3 years (provided that any 1 year has no less than 10 hours formal study time)

Formal study not less than 50% of total study time.