BISAS

British & Irish Society of Animal Science

CONTINUING PROFESSIONAL DEVELOPMENT

Shaping the future of
ANIMAL SCIENCE

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BISAS REGISTER & CPD

BISAS Register

BISAS aims to support our members' development so they can deliver positive impact throughout their careers. Joining the BISAS Register gives you, and prospective employers, the confidence in your ability to achieve the highest standards. Once your application to the BISAS Register is approved, you'll only stay on the Register by showing evidence of Continued Professional Development (CPD) and accruing CPD credit.

What is CPD?

Every time you act in a professional capacity you make judgements based on your current knowledge, skills and expertise. Participating in CPD shows you are committed to keeping up to date and maintaining the skills and knowledge necessary for the execution of your professional and technical duties. CPD engenders public confidence in professionals and gives employers' confidence in their employees. Via our CPD scheme, BISAS is aiming to enhance the recognition, status and employability of our members.

Our CPD scheme has been designed to provide a framework to formally recognise the ways in which you update and maintain your expertise. This formal recognition is important because there is increasing pressure for professionals within the workplace not only to achieve excellence but also to show evidence of their competence at all stages of their career and professional life.

BISAS CPD will allow you to:

- Retain control over your developmental activities
- Demonstrate your commitment to maintaining and developing competence
- Reflect on what you have learned in the past and identify new areas for future development
- Provide support for appraisals
- Maintain your reputation as a professional
- Maintain a competitive edge

How does BISAS CPD work?

Our CPD scheme provides you with tools to establish your own personal development plan and to build up a portfolio. The scheme will complement other programmes run by your employer or other professional bodies. Activities in which you already engage for other schemes will form valid contributions to our scheme. Our scheme is based on a CPD cycle of 'think, plan, do, reflect':

Think: Analyse your present situation and identify areas for development
Plan: Decide what formal and informal activities will help you to achieve your goals
Do: Carry out and record these activities
Reflect: Evaluate how the activities benefited your professional practice and, where appropriate, how they in turn benefitted others (such as colleagues, students, or the community).

The CPD system is maintained online, via the members' area, and we would encourage you to upload each activity as it is completed rather than at the end of your CPD year. Activities can fall under one of the five areas below:

1. Work-based learning
2. Professional activity
3. Formal / educational
4. Self-directed learning
5. Other

When you select the area your activity falls under, you will also be shown various subcategories for your activity. Once selected, this will allocate the appropriate number of points that can be claimed for each hour you have spent on your activity.

To pass the CPD year, a minimum of 50 points must be gained. There are restrictions on the number of points that can be claimed in each of the five areas.

RECORDING YOUR CPD

You must undertake and record your CPD activities throughout the year. Your annual CPD return must comply with the following four CPD standards:

Standard 1: A registrant must maintain a continuous, up-to-date, accurate and reflective record of their CPD activities and be able to provide supporting evidence if requested.

This can be met by recording your CPD activities throughout the year via mySociety and achieving a minimum of 50 CPD points. Evidence may include, but is not limited to, certificates, articles, training materials or feedback.

Standard 2: A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

This can be met by ensuring that the activities undertaken fall under more than two of the five activity areas (see pages 5-7).

Standard 3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice and reflect upon this.

In the 'My Reflection' section you should reflect upon the ways in which your CPD activities have or will improve the quality of your work. Be sure to say why you think that your work has been or will be improved by your chosen CPD activities. There might be some cases where you had expected your CPD activities to improve your work but this did not happen as planned, and you may discuss these circumstances also. How will you change your approach to planning CPD activities to reduce the chance of this happening in future?

Standard 4: A registrant must seek to ensure that their CPD benefits the users of their work and reflect upon this (employee, customer, student etc.).

In the 'My Reflection' section you should reflect upon the ways in which your CPD activities have benefitted, or will benefit, the users of your work. Be sure to say why you think that these activities have already or will provide this benefit. You can provide evidence of a direct benefit, for example feedback from a student. You may also describe indirect benefits, for example your enrolment on a training course may indirectly benefit clients or colleagues through changes in your approach to interactions with them.

This can be met by ensuring that the activities undertaken fall under more than two of the five activity areas (see table overleaf).

CPD: THE FIVE ACTIVITY AREAS AND THEIR CATEGORIES

1. Work-based learning

Work-based learning (a maximum of 20 CPD points can be claimed under this heading)			
Category	Additional Guidance	Points / Hour	Evidence Required
Experiential learning	(e.g. on the job learning; learning from experience; expanding job role)	2	Summary of activity details and benefits gained
In-service training	(e.g. orientation programmes; operating procedures; employee development)	2	Summary of activity details and benefits gained
Receiving coaching from others		2	Summary of activity details and benefits gained
Work shadowing		2	Summary of activity details and benefits gained
Peer review of own work	(e.g. presentations to colleagues; direction on created documents)	2	Summary of activity details and benefits gained
Review of case studies and literature		2	Summary of activity details and benefits gained
Participation in journal club		2	Summary of activity details and benefits gained
Discussions with colleagues	(e.g. idea generation, problem solving)	2	Summary of activity details and benefits gained
Presentations	(e.g. to external clients, regulators, or policymakers)	2	Copy of presentation
Supervising colleagues or students		2	Summary of activity details and benefits gained
Job rotation, secondments or sabbaticals	(e.g. beyond scope of role)	2	Summary of activity details and benefits gained
Involvement in employer work		2	Summary of activity details and benefits gained
Lesson learnt activities		2	Summary of activity details and benefits gained
Request and analysis of feedback	On your performance from colleagues or clients	2	Summary of activity details and benefits gained
Participation in appraisal and goal setting		1	Summary of activity details and benefits gained
Preparation of bids	Preparation and submission of research or financial bids	2	Summary of activity details and benefits gained
Course development	Produce a new course, substantially revise existing or revise based on evaluation	2	Summary of activity details and benefits gained
Other	Any other activity that takes place in the fulfilling of your current role	1	Summary of activity details and benefits gained

2. Professional activity

Professional activity (a maximum of 20 CPD points can be claimed under this heading)			
Category	Additional Guidance	Points / Hour	Evidence Required
Professional body involvement	(e.g. officer; organiser; committee member; working group member)	2	Summary of activity details and benefits gained
Organiser	(e.g. conference, scientific meeting or course)	2	Summary of activity details and benefits gained
Being an examiner		2	Summary of activity details and benefits gained
Being a reviewer for a journal		2	Summary of activity details and benefits gained
Technical group membership	(e.g. special interest group; section or study group)	2	Summary of activity details and benefits gained
Being an expert witness		2	Summary of activity details and benefits gained
Lecturing or teaching	Specifically new material	2	Summary of activity details and benefits gained
Presentation giving or discussant		2	Copy of presentation / programme of event
Networking with other professionals	At conferences or scientific meetings	1	Summary of activity details and benefits gained
Coaching or mentoring		2	Summary of activity details and benefits gained
Other	Any other activity that aids your professional development through a professional body or develops the skills of others	1	Summary of activity details and benefits gained

3. Formal / educational

Formal / educational (a maximum of 30 CPD points can be claimed under this heading)			
Category	Additional Guidance	Points / Hour	Evidence Required
Programme of learning for academic qualification	(e.g. officer; organiser; committee member; working group member)	2	Certificate of attendance / achievement
Attendance at training course	(e.g. conference, scientific meeting or course)	2	Certificate of attendance
Attendance at BISAS approved events		3	Certificate of attendance
Attendance at conferences or scientific meetings		2	Certificate of attendance
Distance learning	(includes e-learning)	2	Certificate of achievement / registering
Reading professional	(e.g. understanding legal or regulatory frameworks)	2	Summary of activity details and benefits gained
Maintenance/development of specialist skills		2	Copy of presentation / programme of event
Writing articles or papers		2	Copy of article / paper
Presentation preparation	(e.g. for conferences of scientific meetings)	2	Summary of activity details and benefits gained / copy of presentation
Training material preparation		2	Summary of activity details and benefits gained
Other	Any other activity that aids your professional development through a professional body or develops the skills of others	1	Summary of activity details and benefits gained

4. Self-directed learning

Self-directed learning (a maximum of 10 CPD points can be claimed under this heading)			
Category	Additional Guidance	Points / Hour	Evidence Required
Reading	(e.g. books, journals or articles)	1	Summary of activity details and benefits gained
Reviewing and summarising	(e.g. books or articles)	1	Summary of activity details and benefits gained
Upgrading knowledge	(e.g. through internet searches or other electronic sources)	1	Summary of activity details and benefits gained
Reflective practise	(e.g. assessing CPD benefits and identifying next steps)	1	Summary of activity details and benefits gained
Other	Any other activity where you have taken initiative to diagnose your needs, formulated goals using resources or evaluated the outcome	1	Summary of activity details and benefits gained

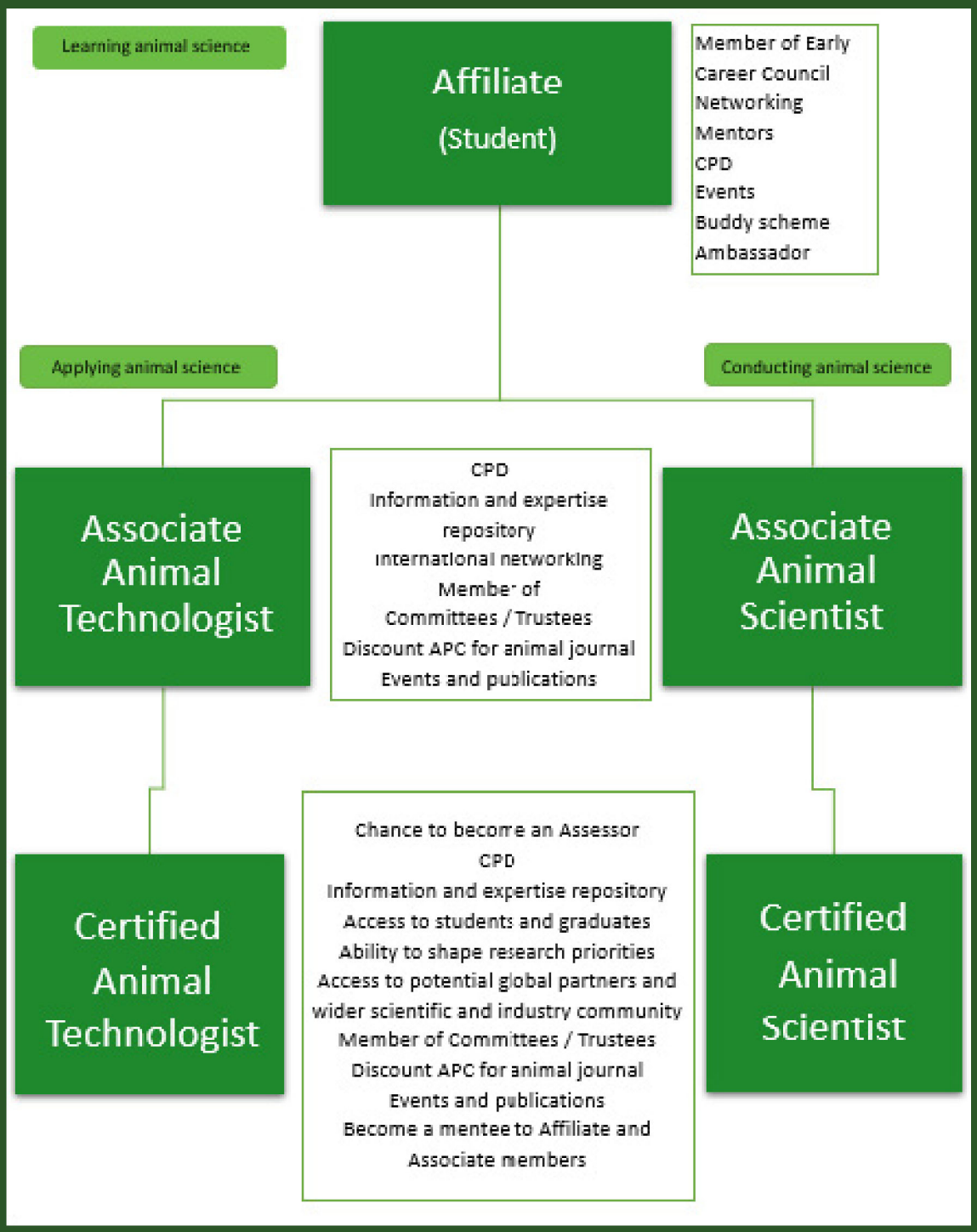
5. Other

Other (a maximum of 10 CPD points can be claimed under this heading)			
Category	Additional Guidance	Points / Hour	Evidence Required
Finance skills	(e.g. treasurer for club or society)	1	Summary of activity details and benefits gained
Strategic thinking	(e.g. a role in organisational restructuring; strategic planning; faculty development; external or community relations)	1	Summary of activity details and benefits gained
Leadership skills	(e.g. manager for sports or children's team; leader at Scouts or Guides; chairperson at a club or society)	1	Summary of activity details and benefits gained
Coaching and counselling	(e.g. sports coach; Samaritans volunteer, mentoring, tutoring)	1	Summary of activity details and benefits gained
Organisation and planning skills	(e.g. secretary for club or society; school government; PTA organiser; church parish organiser)	1	Summary of activity details and benefits gained
Other	Any other activity that develops transferable skills valuable in your current role or future career	1	Summary of activity details and benefits gained

CPD YEAR END

After 50 points have been entered onto your CPD area, a certificate will become available for you to save or print as appropriate. This certificate will be saved on your members area for five years, allowing you easy access should you require it.

Completing CPD, as a student is a great start to your career. As an associate member 2 years of CPD facilitates progression onto the next stage of the register, as highlighted in our progress chart below.



CPD AUDIT

Each year, BISAS will randomly audit up to 2.5% of all CPD records for quality control across each classification of our Professional Recognition Awards:

- **R. Anim. Sci.**
- **R. Anim. Technol.**

If your CPD submission is selected for audit you will be notified by the Society. Your most recently completed year's record will then be assessed by CPD assessors who will review your activities to ensure you meet the required standards (see page 5). Following the review process, you will receive one of three possible outcomes:

- **CPD record approved**
- **CPD record approved with advice for next year**
- **Request for further information**

If your CPD record is approved, you will not need to take any further action and should continue to fill out your CPD record as before. If your CPD record is approved with advice for next year you should ensure that you follow this advice when completing next year's record. If you were requested to provide further information on your record, you will need to address the assessors' recommendations and resubmit your CPD record for review.

In an audit, we will provide support to help you develop your submission appropriately and ensure your evidence conveys the required information. You will be given a period of three months to successfully meet the audit requirements. If an audit reveals that applicants cannot sufficiently illustrate maintenance of their Professional Recognition standards, the award may have to be removed. In some cases, a record may be approved on the basis that you are included in the audit again next year.

FAQs

Why should I do CPD?

CPD provides a useful framework on which you can build your professional development and demonstrate your commitment to keeping your knowledge up to date. Engaging in CPD can demonstrate to your employer that you are keeping abreast of developments in your field and give you a competitive edge.

I'm used to taking opportunities to develop myself as and when they come up. Why should I make more work for myself by planning ahead and reflecting on it?

Formally planning your CPD gives you better control of your development and demonstrates to others that you take responsibility for your learning. Whilst opportunistic development has its own value, actively thinking about your needs, planning, recording, and reflecting on them is a powerful learning tool.

Why do I have to keep records? It's a waste of my time.

Maintaining a record of your CPD is an important part of a learning cycle and will help you identify strengths and those areas that still need development. Records are a visible way of proving your engagement with CPD and may support you during an appraisal or interview, for example.

What counts as CPD?

Any activity that has resulted in development of knowledge and skills counts as CPD. It can be formal (like attending conferences) or informal (like reading relevant journals). It is for you to decide what CPD you need. If you are in doubt as to whether an activity counts towards CPD, if you can demonstrate that it has enhanced skills or knowledge relevant to your work, then it will likely count.

What if I'm unemployed?

CPD is a good way of showing potential employers that you take your learning and development seriously, even when not employed. Our scheme accepts informal CPD, as well as formal so there are opportunities to find activities that enhance your skills and evaluate their benefit.

What if I'm retired or semi-retired?

You are still able to engage with the CPD programme and use it to maintain your professional registration in retirement. BISAS uses the term "professionally active", which indicates that an individual is performing a role that requires them to keep their knowledge and competence up to date. It does not need to be full-time or paid work and some members who are notionally retired but engaged in volunteering, outreach, or consultancy, for example, should consider themselves as professionally active and undertake relevant CPD.

I'm studying for a Master's or PhD, does this count as CPD?

Studying can count as CPD. Depending on your work, this may count as formal or informal. However, your CPD record shouldn't be solely based on academic studies and should contain a mixture of professional development activities.

I might not implement what I've learnt in this CPD activity until the future. How can I complete the 'reflection' section?

You can write about the potential benefits, and this will be adequate reflection. For example, "Having completed a course on dissections this summer will enable me to better teach practical lessons to my A-level class from September, aiding their understanding and potentially boosting their exam grades".

What is a CPD approved event?

Our CPD event approval service evaluates activities offered by external providers and grants CPD approval to those who meet certain criteria. Such activities may include talks, lectures, conferences, courses, workshops and other activities for training and development purposes.

Approved events are counted at 3 credits an hour, allowing participants to meet their 50-point requirement more quickly. Approved events carry the statement, "Approved by the British & Irish Society of Animal Science for purposes of CPD, this event may be counted as X CPD points".

50 points seems small, can I do more?

Many of our members quickly meet and exceed our minimum requirement of 50 points and this is no reason to stop recording your CPD. Activities should continue to be logged throughout the year, allowing you to illustrate to yourself and others the wide-ranging activities you have engaged in throughout the year to develop your professional skills.

Still have questions?

Please contact register@bsas.org.uk and we will be happy to advise further.

JOIN THE REGISTER

Any questions please contact us via register@bsas.org.uk

Further details of the scheme and its rules, regulations and governances can be found on the BISAS Register webpage - https://bisas.org.uk/accreditation

BISAS

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