

myCPD Introduction

What is CPD?

- CPD demonstrates continued learning by providing valuable evidence of staying competent.
- The CPD programme is a free benefit of membership.
- CPD Hours are logged online via **myCPD** in specified categories



myCPD Introduction

What are the CPD Categories?

1. Further qualifications
2. Short courses
3. Management development
4. Imparting knowledge
5. Conferences
6. Meetings
7. Committee work
8. Private study



myCPD Introduction

What are the requirements?

The *ifs* recommends that members undertake at least 12 hours knowledge updating per year with a minimum of seven hours logged in categories 1, 2 and/or 3.



myCPD Introduction

What are the advantages of myCPD?

- Our CPD programme provides structured framework for individual professional and personal development;
- Users demonstrate to their employer their commitment to continued learning;

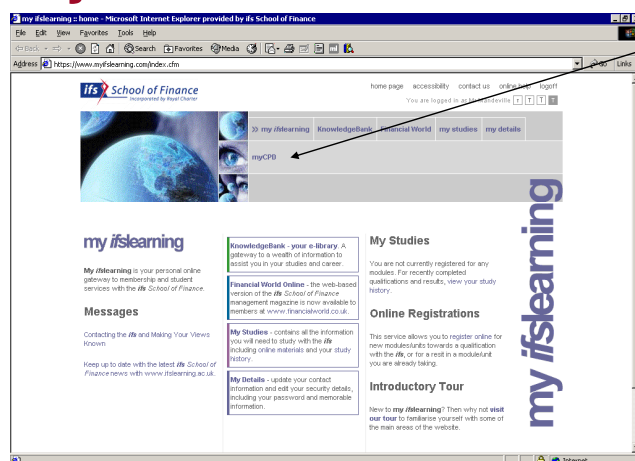


myCPD Introduction

- Provides your customers with the reassurance that you continue to maintain your knowledge and skills;
- **myCPD** is a easy to use internet interface that cuts down on time needed to fill in lengthy record cards and gather paperwork; and
- Certificates are available for immediate download once the scheme is completed.



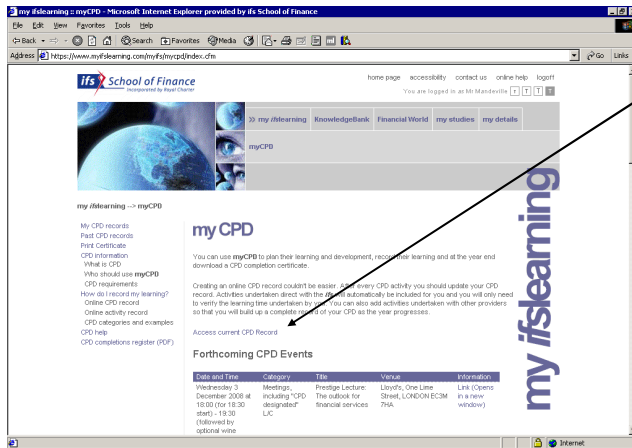
myCPD Introduction



To start using **myCPD** log onto [myifslearning.com](https://www.myifslearning.com) and click on the **myCPD** link



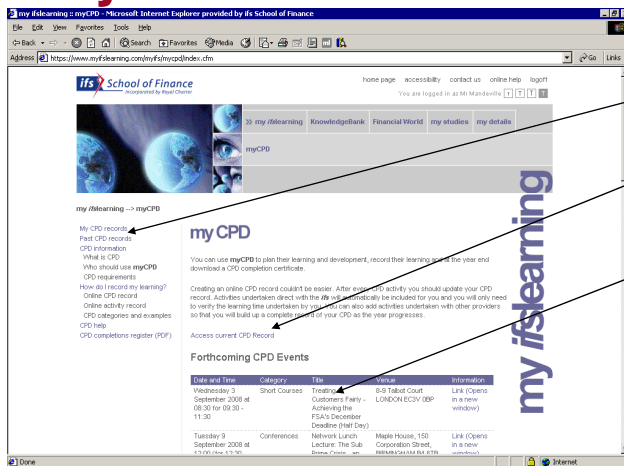
myCPD Introduction



To register for myCPD click on "Register for CPD for this year" Link



myCPD Introduction



myCPD Homepage

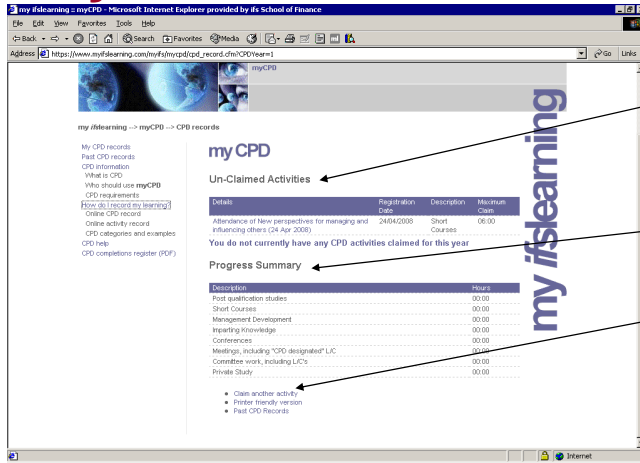
Link to Past CPD Records

Link to access current CPD record

List of Forthcoming CPD Events



myCPD Introduction



myCPD Record

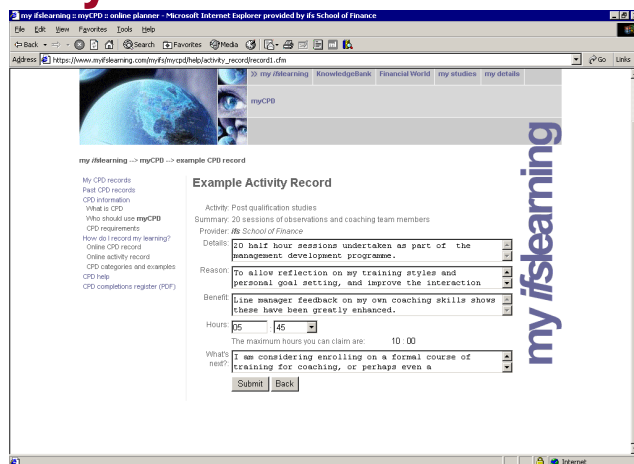
Unclaimed *ifs* Activities (events attended and Qualifications completed automatically appear here). Click on the activity to claim.

Progress Summary: Current log of CPD hours claimed

Link to claim a non *ifs* activity. Click here to claim a non *ifs* activity



myCPD Introduction



Claiming a CPD Activity

ifs activities are automatically populated with activity category, summary of activity and provider.

All Users will need to complete the Details, Reason, Benefit, Hours and What's next? On the rest of the form.

Then press Submit



myCPD Introduction

my iflearning -> myCPD -> CPD records

My CPD records
Print CPD records
Print Certificate
CPD information
What is CPD
Who should use myCPD
CPD requirements
How do I record my learning?
Online CPD records
Online activity record
CPD categories and examples
CPD help
CPD completions register (PDF)

myCPD

Claimed Activities

Details	Claimed Date	Description	Claimed
Influence of new perspectives for managing and influencing others (24 Apr 2008)	04/08/2008	Short Courses	08:00
Presenting Skills	04/08/2008	Short Courses	08:00

Progress Summary

Description	Hours
Post qualification studies	00.00
Short Courses	14.00
Management Development	00.00
Imparting knowledge	00.00
Conferences	00.00
Meetings, including "CPD designated" L/C	00.00
Continual work, including L/Cs	00.00
Private Study	00.00

- Claim another activity
- Print friendly version
- Print CPD Records
- Print Certificate

Printing a Certificate

Once the user has completed and claimed enough activities a print certificate link will appear automatically in the options under your progress summary.

Click on the link and the user will have a PDF certificate generated that can be printed.