Chartered Project Professional (ChPP) standard CPD guidance

CPD checklist

Does my CPD include a minimum of 35 hours?	
Is the CPD within the past 12 months? (ensure it includes a start and end date and no ongoing or unfinished CPD)	
Is the CPD project related? (if this is unclear, explain within the description and/or reflective statements)	
Have I included reflective statements? (see additional guidance on reflective statements below)	
Have I included more than one activity?	
Have I included areas I would like to focus on for the next 12 months?	

Reflective statements

Reflective statements are your opportunity to consider how you have applied, or will apply, any learning to your project related career. This can be a helpful way to not just 'do' but to stop and consider the value of the learning, highlighting areas for further development, and new ideas.

Things that you may want to consider when reflecting on your CPD can be:

- What happened?
- What was good and bad about the experience?
- What can you take away from the learning and apply to your project related career?
- What else could you do?

All of these prompts can be used for both positive and negative learning experiences – even if you do not feel that you benefited or got what you were hoping for from the learning, consider what that has highlighted for you – it may be, for example, that learning about a different method confirms that the method you are currently using is the best fit for your project work.

Reflective writing should:

- Be about you – avoid generalisation or reflecting on others – relate it to your own experience.
- Relevant to your role – CPD activities that intersect in some way with your career development or current practice.
- Describe what bearing an activity had on you – new ideas (perhaps methodologies or concepts that you will look to apply) and how this may affect future learning.
- Explain the link to your role – how did the learning improve your understanding or capability within your role or project related career.
- Highlight areas for further development.

For more information on APM's CPD Scheme vist **apm.org.uk/cpd**

V2.0 01/20