



· INSTITUTE · OF · HISTORIC ·  
BUILDING · CONSERVATION

*The home of the conservation professional*

# CONTINUING PROFESSIONAL DEVELOPMENT CPD

## PERSONAL DEVELOPMENT ASSESSMENT

<b>NAME:</b>
<b>ADDRESS:</b>
<b>EMAIL:</b>
<b>TELEPHONE:</b>
<b>JOB TITLE OR FORM OF WORK:</b>

Now consider what you need to learn over the next 12-24 months to enhance your skills, knowledge and experience. Compare your own strengths with the IHBC's Areas of Competence. When you have identified your 'wish list', put these under **Aims and Objectives**. Fill in the IHBC Competences to which the aims relate in the next column so, for example, learning more about timber frame repair will relate at least to Competences 1,2, 3 and 8. Consider where and how you can find out more about the subject and get the information or training you require, and then fill in the details under **Means of Achievement**. You may not know at this stage what exactly you need to do, but it is important that you think about how you might meet the aim, and then list that. It will serve as a useful reminder. Under **Target Date** give the date you intend to achieve your aim although in some cases this will be a continuous process of learning and 'Ongoing' will suffice.

<b>AREA OF PROFESSIONAL COMPETENCE</b>
1. PHILOSOPHY: Appreciation of the social, cultural, political, aesthetic, economic and environmental values that underpin current conservation policy and practice
2. PRACTICE: Awareness of the wider context of conservation, including knowledge of and ability to interact effectively with all bodies and individuals who have a significant role to play in the field
<b>AREA OF PRACTICAL COMPETENCE: EVALUATION</b>
3. HISTORY: Knowledge of the development of the historic environment including the remains of previous periods and cultures, historic buildings and settlements, works of engineering, parks, gardens and other elements of the historic landscape
4. RESEARCH/RECORDING /ANALYSIS: Ability to carry out or commission research, analysis and recording of the historic environment and to maintain records accordingly
<b>AREA OF PRACTICAL COMPETENCES: MANAGEMENT</b>
5. LEGISLATION/ POLICY: Knowledge of the legislative and policy framework for the conservation of the historic environment, its formulation locally and nationally, and awareness of other relevant legislation and policies
6. FINANCE/ ECONOMICS: Understanding of the process for the procuring of buildings and facilitating development, including finance, valuation, cost planning and contracts, with specific reference to historic buildings and areas
<b>AREA OF PRACTICAL COMPETENCES: INTERVENTION</b>
7. DESIGN/ PRESENTATION: Ability to analyse and evaluate quality of design, existing and proposed, of buildings and areas and present the results of such analysis in a way understandable to both professional and lay audiences
8. TECHNOLOGY: Knowledge of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate methods of repair and alteration of historic fabric

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## IHBC PROFESSIONAL DEVELOPMENT PLAN

AIMS AND OBJECTIVES	AREA OF COMPETENCE WHICH THIS WILL DEVELOP (Give number of competence)	MEANS OF ACHIEVEMENT	TARGET DATE

At the end of each 12 month period to 31 March you should fill in the section below. Hopefully you will have achieved your aims but possibly you may not have got the new knowledge and skills you wanted, may have got some of them or may have found new areas and topics you need to know about. **What else needs to be done?** gives you an opportunity to think about how to continue to try and fulfil the aim, while **Comments** should be used to jot down those further aims and areas for learning, or any other 'lessons' you've learnt that year that you want to be reminded of in subsequent years.

<b>HAVE MY AIMS BEEN ACHIEVED</b>	<b>YES / NO</b>
<b>WHAT ELSE NEEDS TO BE DONE?</b>	
<b>COMMENTS:</b>	



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### CPD

### RECORD SHEET NUMBER.....

DATE	IHBC AREA OF COMPETENCE DEVELOPED	CPD ACTIVITY	TYPE OF ACTIVITY	VALUE OBTAINED FROM ACTIVITY	HOURS
<i>Date or dates of the event or activity.</i>	<i>Give number of each competence you have developed from 1 to 8</i>	<i>Title &amp; location if relevant and a description of the content</i>	<i>1. Work-based learning 2. Self-directed study 3. Organised events, courses, lectures and seminars 4. Broadening horizons and Volunteering</i>	<i>What did you get out of the activity?</i>	<i>This is the time during which you actually learnt something. If you attended an event that was 6 hours long but only learnt something new in 1 hour then you should list just the one hour.</i>

