SUPPORTING YOUR CAREERS + PROFESSIONAL DEVELOPMENT
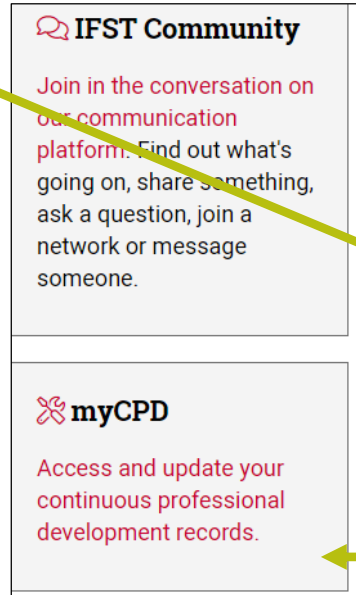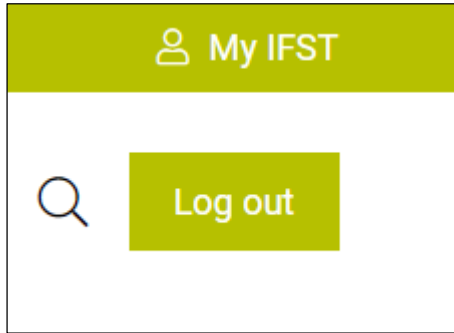# IN FOOD SCIENCE & TECHNOLOGY

Using myCPD to record your CPD
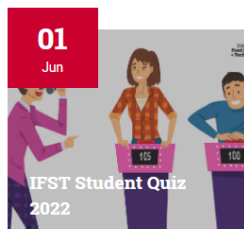
My IFST

Log out

IFST Community

Join in the conversation on our communication platform. Find out what's going on, share something, ask a question, join a network or message someone.

myCPD

Access and update your continuous professional development records.

1. Login to your **myIFST** profile: **https://www.ifst.org/user/login**

2. Click on My IFST in the top right

3. Your **myCPD** access is on the right hand side of your dashboard

myCPD dashboard

The welcome page gives you:
- an overview of the system and links to useful information
- it also highlights upcoming events that may be of interest

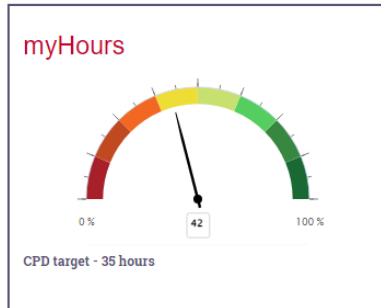Click here to view all the activities you have added

Click here to go to your **myCPD dashboard**

myHours and myProgress

myHours

0 %   42   100 %

CPD target - 35 hours

myProgress

You have added
15 hours out of 35

Your CPD annual start date is
01/04/2022

You have **10 months 7 days**
left to the end of myCPD period

Your Dashboard provides an overview of the following:

myHours: this dial provides an overview of the CPD hours that you have recorded

myProgress: An overview of your progress for the current CPD year

Learning activity types in myCPD

Below the Dashboard, you will find:

A Search function (grey banner): this allows you to search for CPD activities you took part in over a specific period

5 x Learning Activity Types to help you manage / differentiate your learning

Showing results from "01/04/2022" to "24/05/2022"

Export Report As : Copy CSV Excel PDF

Filter : guidance

Activity Date	Category	Competency	Hrs	Activity	Name	Activity Details	Action
20/04/22	Formal/educational	Underpinning knowledge - Core scientific/technical knowledge	3	Food safety webinar	cpdadmin2@test.com	**Details:** Webinar on food safety regulations **Reflection:** Good guidance on new regulations that will come into force in November 2022. Learnt about procedures that we are required to implement so I will need to create new policies for the team, and do some further research to ensure we are ready for the changes. **Assessor Comment:** **Evidence:**	VIEW EDIT

Show

When using the **search function**, you will be presented with all the activities recorded for that period for that learning activity type.

You can then proceed to:
- **View / Edit** your records
- **Export** your records

Adding a new activity

Date:

`23-05-2022`

← **Enter the date of the activity from a drop down menu or type it in – it defaults to today's date**

Activity:

Fill in the name of your activity here

Hours:

Enter the number of hours of your activity (mandatory field)

Competency:

Select the relevant competency framework from a drop down menu

Details:

Add a description of your learning activity

Reflections:

Add your reflection on the activity

Evidence:

Choose File | No file chosen

Attach any files to support your activity, i.e. certificates, diplomas. You can also include relevant web links in the URL section. This is optional.

OR

URL | Eg: http://example.com/evidence

SUBMIT

When you are ready, press submit

CPD Requirements

Target <u>Minimum</u> Hours	Professional Registration
25 hours over registration cycle*	Registered Food Safety Practitioner (RFoodSPrac) Registered Scientist (RSci)
35 hours over registration cycle*	Chartered Scientist (CSci) Registered Food Safety Manager (RFoodSM) Registered Food Safety Principle (RFoodSP) Register of Professional Food Auditors and Mentors (RPFAM) Registered Professional Sensory Scientist (RSensSci)

* If you are unsure of your registration cycle period, email: membership@ifst.org

CPD Myths

I can only use conferences/formal events for CPD
I need a certificate to show I completed the activity
I should add as much detail as possible
Everyone has the same sort of CPD activities
I can't use it as a CPD activity if I didn't learn anything new
The more activities the better
I work part-time so don't need to engage in CPD

CPD Facts

- ✓ A broad range of activities are recognised for CPD
- ✓ No certificates are required – it is based on outcomes from the activity
- ✓ A few sentences is usually sufficient detail
- ✓ Your CPD portfolio is personal to you and reflects your role, development and interests
- ✓ Some activities reinforce your existing knowledge and skills
- ✓ Your portfolio should include activities to meet the number of hours required, and in at least 3 of the learning activity categories
- ✓ If you are on a register and are professionally active, you are required to maintain CPD

Helpful tips

- Update your CPD regularly
- Don't look at CPD as a box-ticking exercise
- Reflect on the benefits of your CPD
- Take a step back and look at your current situation
- Choose CPD activities that interest you, inspire you or challenge you
- Make time for personal development
- Reflect on the everyday
- Identify and Plan
- Talk to your line manager