SUPPORTING YOUR CAREERS + PROFESSIONAL DEVELOPMENT
IN FOOD SCIENCE & TECHNOLOGY
Using myCPD to record your CPD

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
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 go to your myCPD dashboard

Click here to view all the activities you have added
myHours and myProgress

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

<table>
<thead>
<tr>
<th>Learning Activity Type</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Work-based learning - 2 hours</td>
<td>2 hours</td>
<td>Work-based learning is professional development that takes place within the work environment in your current role.</td>
</tr>
<tr>
<td>2. Professional activity - 10 hours</td>
<td>10 hours</td>
<td>Professional activities involving the wider community or food professionals.</td>
</tr>
<tr>
<td>3. Formal/educational - 3 hours</td>
<td>3 hours</td>
<td>Formal/educational includes the participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities.</td>
</tr>
<tr>
<td>4. Self-directed learning - 0 hours</td>
<td>0 hours</td>
<td>Self-directed learning takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using human and material resources, and evaluating learning outcomes.</td>
</tr>
<tr>
<td>5. Other learning - 0 hours</td>
<td>0 hours</td>
<td>Activities outside your normal scope of employment which may not require scientific expertise, but which help develop transferable skills and experiences which may be valuable in your current professional role or in future career directions.</td>
</tr>
</tbody>
</table>
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

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

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

Fill in the name of your activity here

Select the relevant competency framework from a drop down menu

Add a description of your learning activity

Add your reflection on the activity

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.

When you are ready, press submit
# CPD Requirements

<table>
<thead>
<tr>
<th>Target Minimum Hours</th>
<th>Professional Registration</th>
</tr>
</thead>
</table>
| **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