



Institute for  
Advanced Learning  
& Metacognition

**INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION**

*Advancing the Science of Learning*

# Continuing Professional Development (CPD) Policy

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How the Institute offers CPD, and how members record and claim it

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## Document Control

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## Approval and Review

Approved by	Role	Date	Signature
Fabian Lord	Chair of the Board of Trustees	24 <sup>th</sup> June 2026	

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## 1. Purpose

This policy sets out how the Institute for Advanced Learning and Metacognition (IALM) offers continuing professional development (CPD), and how members may record and claim the CPD they gain through the Institute. It is intended to ensure that our CPD is offered properly, consistently and honestly, and that members can rely on it as evidence for their own professional development.

## 2. Scope

This policy applies to all CPD-eligible activities offered by the Institute, to the staff and volunteers who deliver them, and to members who wish to record CPD gained through the Institute.

## 3. What we mean by CPD

Continuing professional development is the means by which professionals maintain, improve and broaden their knowledge and skills throughout their careers. It is commonly measured in hours, and is often divided into two types:

- **Structured (verifiable) CPD** — planned learning with clear content, such as a course, webinar or event, for which evidence (a certificate) can be provided.
- **Self-directed CPD** — informal learning undertaken independently, such as reading research or private study, recorded by the individual themselves.

## 4. Our approach and status

IALM is a provider of CPD-eligible activities. It is not a regulator or a CPD accreditation body. Our CPD is currently self-certified: we confirm the content and duration of our activities and issue certificates accordingly, but we do not represent our CPD as formally accredited.

Whether CPD gained through the Institute satisfies a member's professional requirements is determined by that member's own professional body or regulator. The Institute cannot guarantee that another organisation will accept its CPD, and members are responsible for checking the rules that apply to them.

## 5. CPD-eligible activities

The following activities offered by the Institute may be counted towards CPD:

- talks, lectures and events;
- online webinars;

- short courses; and
- engagement with the Institute's research, publications and learning resources.

## 6. Calculating CPD hours

CPD is recorded in hours, on the following basis:

- for structured activities, one hour of learning equals one CPD hour, based on the actual duration of the learning content and excluding registration, breaks and networking (for example, a 60-minute webinar counts as one CPD hour; a half-day course comprising three hours of content counts as three);
- for self-directed activities, members may record a reasonable estimate of the time spent in focused learning; and
- hours may be recorded to the nearest quarter of an hour.

Where possible, the Institute will state the number of CPD hours for a structured activity in advance, so that members can plan their development.

## 7. Certificates and records of participation

For structured activities, the Institute will provide a certificate of participation. Each certificate will state:

- the member's name;
- the title of the activity and a brief description of its content;
- the date; and
- the number of CPD hours.

Certificates are issued on, or shortly after, completion of the activity, and the Institute keeps a record of attendance. Self-directed activities are recorded by the member, as they do not involve attendance the Institute can certify.

## 8. How members record and claim CPD

Recording CPD is straightforward. Members should keep a record of each activity — the date, the activity, the type and the number of hours — and retain their certificates as evidence. A CPD log template is provided at Annex A. Members should record their CPD honestly and accurately, and only claim hours for learning genuinely undertaken.

## 9. Members' responsibilities

- to check the CPD requirements of their own professional body or regulator;
- to record their CPD accurately and honestly; and
- to retain certificates and other evidence as their own body requires.

## 10. How the Institute offers CPD (our guidelines)

So that our CPD is sound and credible, the Institute will:

- ensure each activity has a clear purpose and genuine learning value, and — for structured activities — stated learning outcomes;
- use knowledgeable, competent presenters, authors and facilitators;
- state CPD hours accurately, based on the actual learning content;
- issue accurate certificates and maintain proper attendance and activity records;
- seek feedback and review the quality of its activities; and
- describe its CPD honestly, without overstating its status.

## 11. Formal accreditation (future)

The Institute may, in time, seek formal accreditation of its CPD through a recognised CPD accreditation service or professional body. Until such accreditation is obtained, the Institute's CPD remains self-certified, and this policy will be updated should that position change.

## 12. Data protection

Personal data collected in connection with CPD — such as attendance records and certificates — is processed in accordance with the IALM Privacy Policy and data protection law.

## 13. Review

This policy will be reviewed by the Board of Trustees at least every two years, or sooner if required, to ensure it remains accurate and effective.

