

CPD - The Five Activity Areas and Their Categories

Activity Area	Category	Additional Guidance	Points / Hour	Evidence Required
Work Based Learning (a maximum of 20 CPD points can be claimed under this heading)	Experiential Learning	(e.g. on the job learning; learning from experience; expanding job role)	2	Summary of activity details and benefits gained
	In – Service Training	(e.g. orientation programmes; operating procedures; employee development)	2	Summary of activity details and benefits gained
	Receiving Coaching From Others		2	Summary of activity details and benefits gained
	Work Shadowing		2	Summary of activity details and benefits gained
	Peer Review of Own Work	(e.g. presentations to colleagues; direction on created documents)	2	Summary of activity details and benefits gained
	Review of Case Studies and Literature		2	Summary of activity details and benefits gained
	Participation in Journal Club		2	Summary of activity details and benefits gained
	Discussions with Colleagues	(e.g. idea generation, problem solving)	2	Summary of activity details and benefits gained
	Presentations	(e.g. to external clients, regulators or policy makers)	2	Copy of presentation
	Supervising Colleagues or Students		2	Summary of activity details and benefits gained
	Job Rotation, Secondments or Sabbaticals		2	Summary of activity details and benefits gained
	Involvement in Employer Work	(e.g. beyond scope of role)	2	Summary of activity details and benefits gained
	Lesson Learnt Activities		2	Summary of activity details and benefits gained
	Request and Analysis of Feedback	(on your performance from colleagues or clients)	2	Summary of activity details and benefits gained
	Participation in Appraisal and Goal Setting		1	Summary of activity details and benefits gained
	Preparation of Bids	(preparation and submission of research or financial bids)	2	Summary of activity details and benefits gained
Course Development	(produce a new course, substantially revise existing or revise based on evaluation)	2	Summary of course / revisions / evaluation	
Other	Any other activity that takes place in the fulfilling of your current role	1	Summary of activity details and benefits gained	

Professional Activity (a maximum of 20 CPD points can be claimed under this heading)	Professional Body Involvement	(e.g. officer; organiser; committee member; working group member)	2	Summary of activity details and benefits gained
	Organiser	(e.g. conference, scientific meeting or course)	2	Summary of activity details and benefits gained
	Being an Examiner		2	Summary of activity details and benefits gained
	Being a Referee for a Journal		2	Summary of activity details and benefits gained
	Technical Group Membership	(e.g. special interest group; section or study group)	2	Summary of activity details and benefits gained
	Being an Expert Witness		2	Summary of activity details and benefits gained
	Lecturing or Teaching	(specifically new material)	2	Summary of activity details and benefits gained
	Presentation Giving or Discussant	(at conferences or scientific meetings)	2	Copy of presentation / programme of event
	Networking with other professionals		1	Summary of activity details and benefits gained
	Coaching or mentoring		2	Summary of activity details and benefits gained
	Other	Any other activity that aids your professional development through a professional body or develops the skills of others	1	Summary of activity details and benefits gained

Formal / Educational (a maximum of 30 CPD points can be claimed under this heading)	Programme of Learning for Academic Qualification		2	Certificate of attendance / achievement
	Attendance at Training Course		2	Certificate of attendance
	Attendance at Royal Society of Biology Approved Events		3	Certificate of attendance
	Attendance at Conferences or Scientific Meetings		2	Certificate of attendance
	Distance Learning	(including e-learning)	2	Certificate of achievement / registering
	Reading Professional Framework	(e.g. understanding legal or regulatory frameworks)	2	Summary of activity details and benefits gained
	Maintenance / Development Specialist Skills		2	Summary of activity details and benefits gained
	Writing Articles or Papers		2	Copy of article / paper
	Presentation Preparation	e.g. for conferences of scientific meetings)	2	Summary of activity details and benefits gained / copy of presentation
	Training Material Preparation		2	Summary of activity details and benefits gained
	Other	Other activities that lead to qualifications or involve attendance at structured learning activities	1	Summary of activity details and benefits gained

Self - Directed Learning (a maximum of 10 CPD points can be claimed under this heading)	Reading	(e.g. books; journals or articles)	1	Summary of activity details and benefits gained
	Reviewing and Summarising	(e.g. books or articles)	1	Summary of activity details and benefits gained
	Upgrading knowledge	(e.g. through internet searches or other electronic resources)	1	Summary of activity details and benefits gained
	Reflective Practice	(e.g. assessing CPD benefit and identifying next steps)	1	Summary of activity details and benefits gained
	Other	Any other activity where you have taken initiative to diagnose your needs, formulated goals using resources or evaluated the outcome.	1	Summary of activity details and benefits gained
Other (a maximum of 10 CPD points can be claimed under this heading)	Finance Skills	(e.g. treasurer for club or society)	1	Summary of activity details and benefits gained
	Strategic Thinking	(e.g. a role in organisational restructuring; strategic planning; faculty development; external or community relations)	1	Summary of activity details and benefits gained
	Leadership Skills	(e.g. manager for sports or children's team; leader at scouts or guides; chairperson at a club or society)	1	Summary of activity details and benefits gained
	Coaching and Counselling Skills	(e.g. sports coach; Samaritans volunteer; mentoring; tutoring)	1	Summary of activity details and benefits gained
	Organisation and Planning Skills	(e.g. secretary for club or society; school government; PTA organiser; church parish organiser)	1	Summary of activity details and benefits gained
	Other	Any other activity that develops transferable skills valuable in your current role or future career	1	Summary of activity details and benefits gained

Category	ActID	Activity	PointsPerHour
Work Based Learning	1	Experiential Learning	2
Work Based Learning	2	In-service Training	2
Work Based Learning	3	Receiving Coaching From Others	2
Work Based Learning	4	Work Shadowing	2
Work Based Learning	5	Peer Review of Own Work	2
Work Based Learning	6	Review of Case Studies and Literature	2
Work Based Learning	7	Participation in Journal Club	2
Work Based Learning	8	Discussions with Colleagues	2
Work Based Learning	9	Presentations	2
Work Based Learning	10	Supervising Colleagues or Students	2
Work Based Learning	11	Job Rotation, Secondments or Sabbaticals	2
Work Based Learning	12	Involvement in Employer Work	2
Work Based Learning	13	Lesson Learnt Activities	2
Work Based Learning	14	Request and Analysis of Feedback	2
Work Based Learning	15	Participation in Appraisal and Goal Setting	1
Work Based Learning	16	Preparation of Bids	2
Work Based Learning	17	Course Development	2
Work Based Learning	18	Other	1
Work Based Learning	52	Health and Safety Commitment	2
Professional Activity	19	Professional Body Involvement	2
Professional Activity	20	Organiser	2
Professional Activity	21	Being an Examiner	2
Professional Activity	22	Being a Referee for a Journal	2
Professional Activity	23	Technical Group Membership	2
Professional Activity	24	Being an Expert Witness	2
Professional Activity	25	Lecturing or Teaching	2
Professional Activity	26	Presentation Giving or Discussant	2
Professional Activity	27	Networking with other professionals	1
Professional Activity	28	Coaching or mentoring	2
Professional Activity	29	Other	1
Professional Activity	53	Code of Conduct adherence	2
Formal/Educational	30	Programme of Learning for Academic Qualification	2
Formal/Educational	31	Attendance at Training Course	2
Formal/Educational	32	Society of Biology Approved CPD Event	3
Formal/Educational	33	Attendance at Conferences or Scientific Meetings	2
Formal/Educational	34	Distance Learning	2
Formal/Educational	35	Reading Professional Framework	2
Formal/Educational	36	Maintenance/Development Specialist Skills	2
Formal/Educational	37	Writing Articles or Papers	2
Formal/Educational	38	Presentation Preparation	2
Formal/Educational	39	Training Material Preparation	2
Formal/Educational	40	Other	1
Self-directed Learning	41	Reading	1
Self-directed Learning	42	Reviewing and Summarising	1
Self-directed Learning	43	Upgrading knowledge	1
Self-directed Learning	44	Reflective Practice	1
Self-directed Learning	45	Other	1
Other	46	Finance Skills	1
Other	47	Strategic Thinking	1

Other	48	Leadership Skills	1
Other	49	Coaching and Counselling Skills	1
Other	50	Organisation and Planning Skills	1
Other	51	Other	1