



# *Steps to Continuing Professional Development*

*A guide for outdoor instructors, teachers, managers or  
leaders choosing next steps in development or training  
as a professional in outdoor learning*



# Seven Steps to CPD

## 1. Reflect on your motivation

What is driving you to explore CPD options at the moment?

- Gaining or enhancing skills, knowledge or experience
- Meeting the requirements of membership, currency of award, employment or regulations
- Showing commitment to self-development
- Furthering an interest in a particular activity or subject
- Preparing for a change in role

## 2. Ask for feedback

Take some time to ask others for their perspective on your strengths and to reflect on your own interests and needs.

Review your job description, the IOL Outdoor Professional Profile and the relevant Occupational Standard and identify which activities or subject areas are central to your current role and future aspirations. Talking with a coach, mentor or colleagues can help identify areas where you could develop.



### 3. Map your current strengths

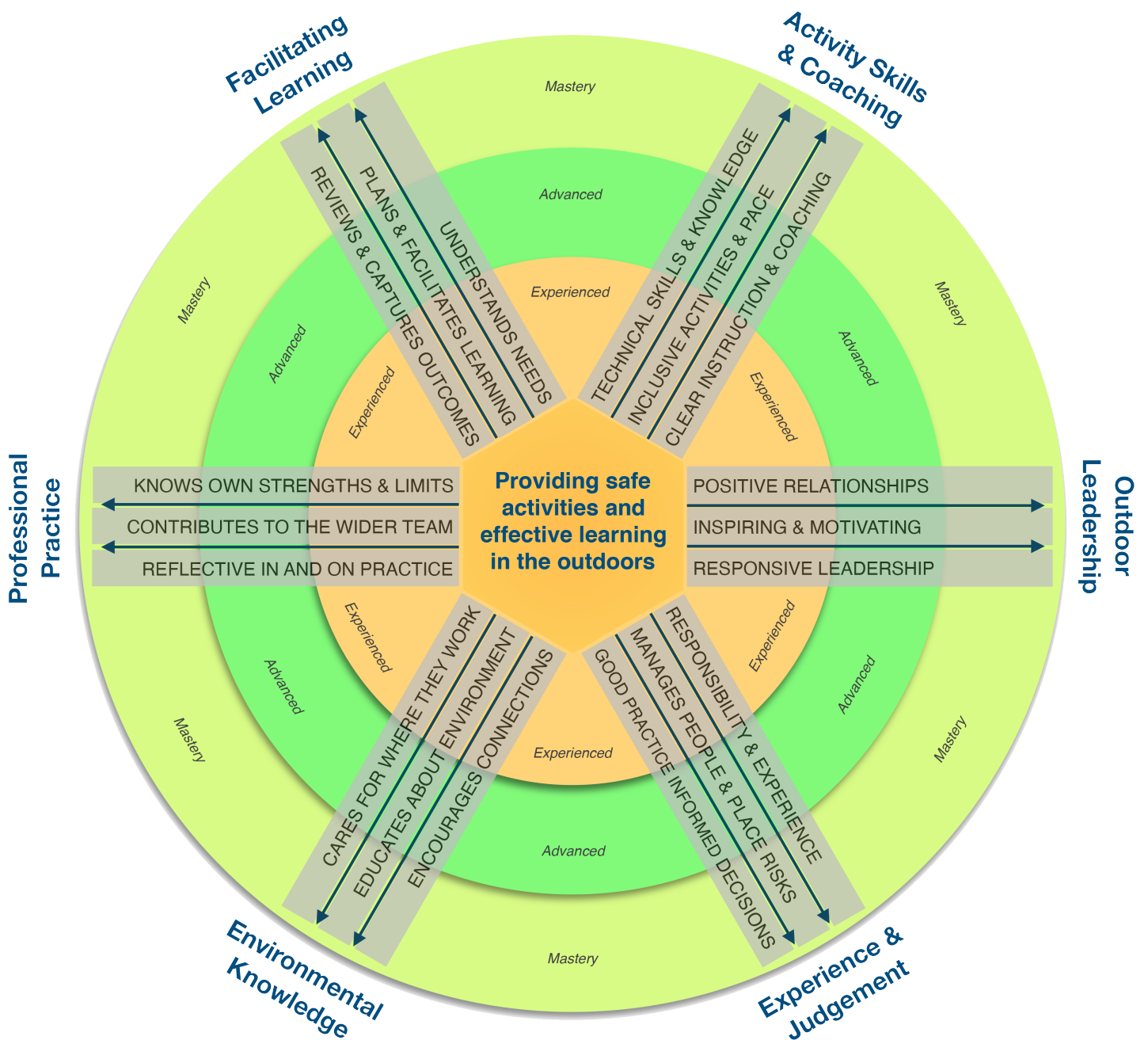
Place a mark in each area of the IOL Development Map to indicate your current competence level – capable, experienced, advanced or mastery.

Use feedback and be honest so you avoid over-estimating or under-estimating your experience and abilities.

### 4. Decide your development goals

Where do you want or need to gain more knowledge, skills, understanding or experience?

Consider where others would like to see you improve next and which areas are most important for you to develop your competence from capable to experienced, advanced or mastery.



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## 5. Select your best option

CPD supports you in being professional in your approach, whether working full-time or part-role in the outdoors, or in a voluntary capacity.

Use the self-led, volunteering, or expert / specialist-led examples below as a starting point. Aim for a balance of CPD activities over each 3-year cycle.

## 6. Apply your learning

CPD is a process, not an event. It is the process of selecting, engaging, and applying what you learn to your practice that will broaden or further develop your competence.

Ongoing reflective practice can help you get the most from CPD activities.

## 7. Keep a record

At a minimum, we recommend you record what you did, when you did it and the application/impact on your practice.

### Examples of self-led CPD

Critical reflection on personal experience

Critical reflection on on-the-job experience

Observing others practice

Voluntary work experience

Join a club and participate

Discuss and share good practice with peers

Reading books, journals or credible online articles

### Examples of specialist / expert CPD

Complete an in-sector award (MTA, BC, RYA, Etc.)

Complete an out-of-sector award (ILM, OCN, PGCE, etc.)

Complete a programme of formal study (FE, HE)

Complete an IOL Individual Accreditation Award (RPIOL, APIOL, LPIOL)

Attend a short course or workshop

Complete an online training course (EduCare)

### Examples of CPD within outdoor learning community

Present a conference workshop

Write for a professional magazine (Horizons)

Coach or assess others for RPIOL, APIOL or LPIOL

Attend a regional or Professional Practice Group event

Be active on the committee of a local club, sports group, etc.

Serve on the committee of a club or representative body (NGB)

Contribute to a sector or subject area development project