Continuing Professional Development CPD
(Final year BA(Hons) Accounting and Finance UG)
Frequently Asked Questions

NOTTINGHAM BUSINESS SCHOOL
Nottingham Trent University

As part of your Leadership & Employability (L&E) module, you are required to do a **minimum of 25 hours** of Continuing Professional Development (CPD) and reflect on these as part of your individual report. You should have carried out CPD in your 2nd year, so this concept should already be familiar. It must be an activity or role relevant to your future career/studies etc..

If you have further questions, talk to your L&E (and Personal) Tutor; if still in doubt, email fiona.winfield@ntu.ac.uk.

1. *Where can I find out what is on offer from the University and do I have to book?*

- The **NBS Employability Resource NOW learning room**, see **calendar** (regularly updated)
- Follow us on **Twitter** @NTUYouFirstNBS
- **FutureHub** - many events are bookable via this. Others are organised centrally or via the library, so follow the instructions in each case.

2. *How many hours CPD must I do and how many hours is each activity worth?*

As a final year, your CPD is part of your L&E module. You must do a **minimum of 25 hours**, from **at least 5 different** types of activities.

3. *What counts as CPD?*

If unsure, ask yourself: "Can I reflect on the event/role and explain how it improves a specific skill or graduate attribute, that is **relevant to me**?".

The following **events** are examples of CPD activities. The number of CPD hours claimable will be the actual number of hours spent (e.g. attending a one hour guest lecture or a one hour CV workshop = 1 hour CPD, with a maximum 10 hours per activity). A few events are max. 2 hours.

- Inspirational Lectures e.g. Russell Beck "2020 Vision: Future Proofing your Career" (3/10) or NBS Business Leaders Lectures and NTU Distinguished Lectures
- Talks/workshops arranged by the Employability Team (includes Employer seminars/ mock interviews/ mock assessment centres or "Success with NBS" talks e.g. 5/10)
- Business Challenges such as: Universities Business Challenge (UBC), the Hong Kong PolyU Global Business Plan competition; the Drucker essay; Deloitte Micro-Tyco or Flux
- NBS/NTU initiatives such as Thinkubator (16/11) or Grads4Nottm (Dec/June)
- Hive events and workshops, including Thirsty Thursday and NTU Entrepreneurs' club
- NTU's OPQ Test, NTU's Equality & Diversity Test or similar
- Sessions offered by the NTU Library (LLR) – study skills/researching/numeracy etc.
- National Numeracy Challenge (online), MOOC or similar
- Webinars/TED talks/live online chats (e.g. The Guardian)/external seminars & conferences
- 'Get Experience & Volunteering' Roadshow (19/10); max 2 hours claimable (as a visitor)
- Graduate/Placement Recruitment Fairs (26/10) 2 hours max claimable as a visitor
- 'Living, Study & Working Abroad' Exhibition (Nov 2016); max 2 hours claimable (unless you attend associated workshops)
- Attendance at assessment centres or job interviews (at prospective employer)
- Attendance at relevant student society events (such as the BAAF society) or similar (including the Global Lounge)
- Attendance at professional body lectures and sessions such as the Accountancy panel
- Other similar events **relevant to you**.

The following **roles / initiatives** also count (you can claim the time spent, max. 10 hours each):

- Voluntary student role: Course Rep/School Rep/Student Employability Mentor or buddy
- NTU Volunteering (e.g. Clicksilver) or volunteering organised by yourself
- Paid Student Ambassador type role or other part-time work, internship, work shadowing
- IoD student membership
- Employability Mentoring scheme (where you are mentored by an alumnus)
- NTU Eco training or NTU Sustainability in Practice full online certificate (NB the SiP online course with NBS online test only = max. 5 hours)
- Active member of, or committee role in, enactus, NTU Speakers' Club or other student society (however, ask yourself the relevancy question)
- Supplementary language classes (at NTU or elsewhere)
- Authoring an article for the NBS Employability blog or Link magazine (if published!)
- Being part of the BAAF social committee
- Other similar activities *that benefit you*.

4. I have to attend a field trip as part of module X, can I count that?

No. CPD is meant to be about you stretching yourself and doing extra and co-curricular activities. (Occasionally optional extras that are part of a module have CPD attached.)

5. Can I count things I did last year or in the summer?

Last year, no. You may however count activities over the summer, <u>as long as you have not counted them for last year</u>!

6. I'm doing two p-t jobs, can I use both? OR, I've watched 20 TED talks – is that OK?

There is an expectation that the activities will represent a wide range of different types of activities and events.

7. How do I prove I have done the CPD?

Your Personal Tutor will expect you fill in and upload the CPD pro-forma (see NOW) into your ePortfolio. You can add evidence (certificates, photos, feedback etc.) as well. In October, the form should include your *planned* activities/roles, which you should keep up to date. Each time you do CPD, add it to the form, along with the benefits you gained from the activity (knowledge/skills). Do not leave till the end of the year.

8. Any further tips?

- Plan your year so that you do CPD throughout the first two terms, do not leave till Easter (see NBS Employability calendar and FutureHub for suggestions).
- Only sign up for relevant CPD events/ activities.
- Please act professionally - whatever the event, <u>you must cancel</u> (you may be taking a valuable place that others could fill). You may be barred from further events if you sign up then do not go (hence why formally cancelling is important). Many events incur a cost to NBS/NTU, even though it may be free for you to attend.
- Do not go to events designed for non NBS students, unless you have sought permission (and can justify the relevance). Be courteous when attending (texting, chatting and eating throughout a guest speaker's presentation is not appropriate). Please don't turn up, sign in, then disappear!