



ISPE Continuous Professional Development Logbook



Name:	
Job Title:	
Employer/Organisation:	

This logbook is a personal record of Continuous Professional Development (CPD). The Institute of Swimming Pool Engineers (ISPE) does not collect, audit or verify this information. Responsibility for setting CPD targets and maintaining records rests with the individual and/or their employer.

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SECTION 1: CPD OVERVIEW

WHAT IS CPD?

CPD is the ongoing development of the knowledge, skills and competence required to carry out your professional role effectively.

HOW THIS LOGBOOK IS USED?

Use this document to:

- Record learning activities
- Reflect on outcomes and benefits
- Track CPD points (where appropriate)

There is no mandatory CPD requirement set by ISPE. CPD expectations should be agreed with your employer or set personally.

2 SECTION 2: PERSONAL CPD PLANNING

PROFESSIONAL REFLECTION

Current role and responsibilities:

Key strengths:

Areas for development:

Career or role objectives (short / medium term):

CPD focus areas for this period		
Priority Area	Reason for development	Planned activity

SECTION 3: CPD POINTS GUIDANCE

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The following CPD point values are indicative only and may be adapted to suit your role or employer requirements.

Typical CPD Activities

- ISPE One Day Seminar - approx. 6 points
- ISPE Filtration Workshop - 6 points
- ISPE Study Course (with exams) - up to 40 points
- ISPE Workshop at SPATEX - 1 point per workshop
- Presenting a workshop (ISPE or SPATEX) - 1-5 points
- Article published in ISPE Magazine - 1-5 points
- Reading technical publications or standards - 1 point
- External technical or safety courses - variable
- In-house training (technical or operational) - variable
- First Aid / H&S / Equipment training - variable
- Participation in industry groups or forums - 1-3 points
- Mentoring or coaching colleagues - 1-5 points
- Writing technical procedures or guidance - 1-3 points.

Key principle: Points should reflect learning gained and relevance, not just time spent.

CPD Category Examples:

- ISPE Event (Seminars, workshops, SPATEX Workshops)
- External Event / Course / Training Provider (Industry or non-industry structured courses)
- In-house Training / On-the-Job Learning (Internal training, mentoring, toolbox talks, informal skills development)
- Project Work / Practical Application (Learning gained through delivery of real projects, maintenance, installations, design, troubleshooting, commissioning, etc.)
- Reading / Research (Technical publications, standards, guidance documents, product literature)
- Writing / Presenting (Articles, technical notes, delivering training or presentations)
- Industry Contribution (Working groups, committees, forums, collaboration on guidance or standards).

SECTION 4: CPD ACTIVITY LOG

[illegible]

[illegible]

[illegible]

SECTION 5: ANNUAL SUMMARY & REVIEW 7

Total CPD Hours Completed:	
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Total CPD Points:	
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REFLECTION

What worked well this year?:

What skills or knowledge have improved?:

What development is needed next year?:

FINAL DECLARATION

I confirm that this CPD record is an accurate reflection of my professional development activities.

Signed:	
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8 SECTION 6: ADDITIONAL NOTES

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