

CPD Activity Notepad

CPD Activities Notepad

The CPD Activities Notepad is available to all Approved Certifiers throughout the year (i.e. not only when the CPD Returns Window is Open).

The Notepad is designed so that each time you complete a CPD activity you can immediately enter the details into the Notepad. This means that the activity is fresh in your mind when you are recording it, and also that you are less likely to forget activities by leaving everything to the end of the year.

By using the Notepad throughout the year, the process of completing your CPD return will be significantly quicker.

To access your CPD Activities Notepad, log into your Account Information page, expand the **Certifier Actions** bar followed by the **CPD** bar then select **View CPD Activity Notepad**.

The screenshot displays the 'Account Information' page for a user with account ID 'SER1-D-00000'. The page includes a navigation breadcrumb: Home > SER Scotland > Title First Surname > SER1-D-00000. Key information shown includes 'Membership Status: Active' and 'Expiry Date: 06/02/2023'. An 'Account Summary' section lists the 'Certifier' as 'Title Firstname Surname' with email 'firstname.surname@emailaddress.org'. A sidebar on the right contains expandable sections: 'Application Actions', 'Account Actions', 'Certifier Actions', 'Management', 'Certificates', 'CPD', and 'Tutorials'. The 'CPD' section is expanded, showing three options: 'View CPD Activity Notepad' (circled in red), 'View CPD Return History', and 'CPD Tutorials'.

CPD Activities Notepad (2)

You will then see your CPD Notepad, as shown on the right, listing all activities which have been entered with the newest first.

The Notepad is cumulative and shows all items entered from every year, but when you import to the CPD return, only items relevant to the current return year will be imported.

You can view, update or delete any item which has been entered into the CPD Notepad. You can also use the filters at the top of the page to find all activities within certain dates and all those relating to the same organisation.

To add a new activity to the Notepad, select the **Add Activity** button.

CPD Activity Notepad

ACC: SER1-D-00000

View, add, update, or delete CPD activities

Filters +

Add Activity ▶

Showing 1 - 10 of 175 Results

Organisation	Start Date	End Date	Training Time	Is Global Activity?	Action
Structural Engineers Registration Ltd	22/11/2017	22/12/2017	6 hours	No	View Update Delete
Structural Engineers Registration Ltd	29/06/2017	29/06/2017	2 hours	No	View Update Delete
IstructE	20/06/2017	20/06/2017	3 hours	No	View Update Delete
IstructE	15/03/2017	15/03/2017	3 hours	No	View Update Delete
SER Ltd	01/01/2017	31/12/2017	12 hours	No	View Update Delete
Arup	17/08/2015	17/08/2015	2 hours and 30 minutes	No	View Update Delete
IstructE	25/05/2015	15/06/2015	4 hours	No	View Update Delete
ICE	18/04/2015	05/05/2015	1 day and 8 hours	No	View Update Delete
Arup	09/04/2015	09/04/2015	2 hours	No	View Update Delete
IstructE	17/03/2015	17/03/2015	1 hour and 30 minutes	No	View Update Delete

Return to Account

Adding an activity to the CPD Activity Notepad

To add an activity to the Notepad, you need to enter the following information:

- Activity code (selected from a drop-down list – see next slide)
- Topic (selected from a drop-down list – see next slide)
- Organisation providing the training
- Description of the activity
- Knowledge gained
- Dates
- Training time (note if there are no minutes you must enter 0 in this field)
- Whether the activity is global (if you are a member of both the Jersey and Scottish Schemes you are able to apply the activity to both memberships simultaneously instead of having to enter them separately into both Schemes)

Once you have entered all the required information select the **Add Activity** button at the bottom right of the screen. The system will check that all the required information has been entered, and assuming it has you will see the View Activity screen shown on the next slide. Otherwise you will be prompted to complete the missing fields.

The screenshot shows the 'CPD Activity Notepad: Add Activity' form. At the top, there is a header with the text 'CPD Activity Notepad: Add Activity' and 'ACC: SER1-D-00000'. The form contains several sections:

- Activity code ***: A dropdown menu with 'Please select' and a blue arrow.
- Topic ***: A dropdown menu with 'Please select' and a blue arrow.
- Organisation providing training event or technical journal where relevant ***: A text input field.
- Description of CPD activity ***: A large text area with a character count 'You have 2000 characters left'.
- Description of new knowledge gained (learning points) ***: A large text area with a character count 'You have 2000 characters left'.
- Activity date(s) ***: Two date pickers labeled 'From' and 'To' with the format 'dd/mm/yyyy'.
- Training time ***: Two input fields for 'hours' and 'minutes'.
- Is global activity?**: A checkbox with a blue question mark icon.
- Add Activity**: A blue button circled in red.
- Return to Overview**: A blue button at the bottom left.

Adding an activity to the CPD Activity Notepad (2)

Activity code options (from drop-down list):

- A (Attendance at course, conference or training event)
- B (Delivering lecture or training)
- C (Self-study including research in relation to a particular project)
- D (Preparation of a paper for publication in a technical journal)
- E (Attendance at trade exhibition or industry event)
- F (Other relevant CPD)

Topics (from drop-down list):

- Structural analysis and design
- Design codes
- Materials
- Ground engineering and substructures
- Software training
- Building failures
- Certification procedures and duties of an Approved Certifier
- Building regulations
- Other

Once you have entered all required information and selected **Add Activity** you will see the screen above.

If you notice any errors, you can select **Update** and edit as necessary. If you are happy, select **Return to Overview**. The activity will then appear in the list activities in date order.

CPD Activity Notepad: View Activity

ACC: SER1-D-00000

Activity code	A (Attendance at course, conference or training event)
Topic	Certification procedures and duties of an Approved Certifier
Organisation providing training event or technical journal where relevant	Structural Engineers Registration Ltd
Description of CPD activity	Attendance at SER Certification Workshop
Description of new knowledge gained (learning points)	Further understanding of correct certification procedures, planning of works and use of Schedule 1
Start date	22/11/2017
End date	22/12/2017
Training time	6 hours
Is global activity?	No
Actions	Update Delete

[Return to Overview](#)