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Building a successful career in museums

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How to complete a CPD Log and Summary



Section one: How to complete your CPD log

What is the CPD Log?

The CPD Log is a record of all CPD (Continuing Professional Development) activities you have undertaken to work towards your CPD goals. The Log provides you with an opportunity to reflect on what you have learned and accomplished and how you are applying this learning. The CPD Log will help you monitor your progress against your CPD Plan.

You should start filling in your CPD Log as soon as the Museums Association (MA) has approved your original CPD Plan. The CPD Log is not assessed by the MA but will be submitted as part of your final paperwork at the end of your AMA.

How do I fill in the CPD Log?

The CPD Log has four columns that record:

Date of activity

Go to your CPD Log as soon as possible after each new activity, this way it will be fresh in your memory and you will be able to describe it and reflect on what you learned accurately.

How long you spent on each activity

Monitoring the hours you are allocating to your CPD helps you assess how effectively you are using your time.

Record time spent in new learning rather than hours just doing your job and remember as part of the AMA you are required to complete a minimum of 35 hours CPD each year.

What you did and why you did it

Provide a brief descriptive summary of each activity you have undertaken. Was it a presentation, a project, a course, a piece of writing? What were you hoping to get from the activity and how did that relate to your CPD Plan?

What you learned, and how you can apply it

As well as recording what you have learned, try and be critical when thinking about how you can apply it:

- were there any unexpected outcomes?
- what went well and what didn't?

A blank CPD Log can be downloaded from www.museumsassociation.org/ama



Section 2: How to write a Summary



What is a Summary?

An essential part of CPD is taking time to reflect on your progress. The Summary is your opportunity to review and reflect on your development to date, and to use lessons learned from this reflection to make changes to your CPD Plan and move forward with your development.

Your Summary will demonstrate that you are able to review, summarise and evaluate your own development.

The Summary is arranged into two main sections:

Section A is reflective, looking at how you have developed under the six criteria of the AMA and providing you with an opportunity to reflect on the impact of CPD on you and your career. Section A should cover a period running from the submission of your first CPD Plan until the time of writing.

Section B enables you to comment on your Work-Based Project.

When do I write the Summary?

As part of the AMA you will write two summaries (Interim and Final):

The Interim Summary is written after approximately twelve months actively carrying out and logging CPD. It is designed to ensure your development is on track and gives you the opportunity to reflect on your development to date and to outline your Work-Based Project. If you haven't done so already you should also revise your CPD Plan at this point.

The Interim Summary must be submitted to the MA for assessment and should be accompanied by a revised CPD Plan and an email from your mentor.

The Final Summary is written at the end of your AMA. This provides you with an opportunity to reflect on how you have worked towards the criteria of the AMA and to evaluate your Work-Based Project.

The Final Summary will not be assessed by the MA but will be submitted directly to the professional reviewers as part of your final paperwork.



Writing the Summary

The Summary is a formal document. It is an opportunity for you to reflect honestly on your development to date. It is important that you discuss your Summary with your mentor.



Section A

AMA Criteria

When reflecting on your development under the six criteria areas of the AMA it is important that you look at the full breakdown of the AMA criteria (appendix 1). Each box refers to a specific criterion of the AMA. The more thorough your reflection, the greater your chances of meeting that criterion.

The impact of CPD

When thinking about the impact of CPD on you, your job and your career, consider the following:

- the skills you have developed
- what you can do now that you could not do before
- has your perspective changed, do you view things differently?
- the way you approach your work
- your level of self-awareness and confidence
- your job satisfaction
- your work/life balance
- how others treat and perceive you
- are you closer to achieving your future aspirations?
- have your aspirations changed?

It is also important to reflect on the CPD process itself. This will help you to understand how you learn and what you might want to do differently in the future. Consider:

- the extent to which you fulfilled the learning needs and goals you set out in your CPD Plan
- the most and least enjoyable learning experience undertaken as part of your CPD
- your preferred learning style
- possible changes and improvements to your plans.

Section B

Work-Based Project proposal

Guidance on choosing a Work-Based Project, undertaking it and how to write it up are given in the 'How to complete a Work-Based Project' PDF.

Both the proposal (Interim Summary) and evaluation (Final Summary) lead you through a series of questions that will support you to fulfil criteria five and six of the AMA and to complete a successful project. Remember to keep to the word limit and to discuss the project with your line manager and mentor.

Appendix 1: Criteria for achieving the AMA



The AMA criteria are designed to support you to develop the core competences needed for a successful career in museums.

In order to achieve the AMA you must be able to fulfil the following 6 criteria:

1. Demonstrate an understanding of and commitment to museums, their purpose and their work

You must be able to demonstrate that you have a good understanding of:

- *the role and purpose of museums*
- *the work that museums do*
- *the context within which museums operate.*

The AMA Knowledge Journal will support you in meeting this criterion.

2. Develop and maintain effective relationships within and beyond the workplace

You must be able to demonstrate that:

- *you can develop professional relationships within and beyond the workplace which support your professional development, your work and that of your organisation*
- *you are aware of how you communicate with others*
- *you have actively participated in networks.*

3. Think critically around issues facing the sector

You must be able to demonstrate that:

- *you can think critically about topical and ethical issues*
- *you can discuss how these issues relate to your work and the organisation you work for, and how they impact on the wider sector.*

4. Develop and enhance skills, knowledge and experience in a specific area

You must be able to demonstrate that:

- *you have built up expertise in a specific area(s) of interest*
- *you have developed ability in this area and understand how it relates to best practice*
- *you can discuss how your expertise benefits the public.*

5. Effect positive change in your work

You must be able to demonstrate that:

- *you have taken initiative and responsibility for an area of your work*
- *you have brought about a positive change in this area, thinking logically and creatively to solve problems*
- *you can demonstrate how this positive change has had an impact on your organisation and colleagues.*

6. Demonstrate effective management of yourself, time and resources

You must be able to demonstrate:

- *how you have developed and applied an understanding of self-management, including time, resources, and planning*
- *How you have developed an awareness of other management responsibilities such as budgets, projects, people, relationships and information.*

