



SOCIETY OF BROWNFIELD RISK ASSESSMENT

**Guidance on completing your RSoBRA / ASoBRA Continuing Professional
Development record**

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1. Introduction

Details of CPD requirements at the application stage for accreditation are included in the SoBRA Application Pack, specifically the Framework Guidance.

This document is intended as a guide to help you complete your CPD record, either as part of your accreditation application or as an accredited risk assessor.

To maintain your RSoBRA / ASoBRA accreditation, you must demonstrate a commitment to CPD, particularly in relation to brownfield risk assessment.

2. Minimum of 30 hours' CPD

CPD doesn't end once you have achieved accreditation. In order to maintain your accredited status, you must continue to record CPD activities throughout the time you remain accredited.

All RSoBRA / ASoBRA members are required to complete at least 30 hours of CPD per year, of which at least half should be relevant to land contamination risk assessment and across the discipline(s) for which you hold RSoBRA / ASoBRA (i.e., human health, controlled waters, vapour intrusion, permanent gases). These hours can take place across a range of categories and include a wide variety of activities. This requirement is regardless of whether you work full-time or part-time.

There are certain exemptions, such as being on a career break, parental leave, or a long-term illness. Please inform the Accreditation Officer at accreditation@sobra.org.uk if you believe you may be exempt from the full CPD requirement for any part of the 3 years over which you will be audited.

3. CPD reporting format

There is no prescribed CPD reporting format. You may record your CPD using your own recording system (or that of your professional body). CPD is normally a core requirement of chartership awarding bodies. For ASoBRA you will normally be a Chartered Professional so will be required by that organisation to maintain an annual CPD record. If you use a recording template or format specific to a related organisation that you are a member of or are a Chartered Profession with, this can be submitted to SoBRA when your CPD is audited. We would request, however, that you highlight the hours that are relevant to brownfield risk assessment and ensure any reflections on relevant CPD make reference to the discipline(s) for which you hold RSoBRA / ASoBRA.

To assist those who do not already record their CPD using a format required or recommended by the organisation with which they are Chartered, SoBRA has provided a CPD reporting template in Excel format that can be downloaded from

<https://sobra.org.uk/accreditation/>. This can be amended as required and is not intended to be prescriptive.

4. Activities considered to be CPD

Many activities can count as CPD relating to brownfield risk assessment, such as (but not limited to):

- Courses (practical and technical)
- Conferences, seminars and workshops
- Writing articles and papers for scientific journal or similar publications
- On-the-job training and development
- Self-direct learning by private study and reading
- Shadowing senior staff
- Mentoring junior staff
- Research Projects
- Taking part in a SoBRA sub-group

SoBRA do not specify what proportion of your CPD hours must come from any type of activity.

5. What is CPD reflection?

Reflective practice is the process of analysing your CPD activities in order to assess the key benefits to yourself, employers, SoBRA and the disciplines in which you are accredited (or wish to become accredited in). Reflections recognise strengths and weaknesses for self-improvements and can generate further ideas for personal and professional development in the field of brownfield risk assessment.

Essentially, reflection is about learning from your experiences. The key things to consider are:

- What have I gained or learnt from this CPD activity?
- Was this activity beneficial to my accredited status? Why?
- How will this impact my professional practice in risk assessment?
- What were the positive and negative aspects of this CPD activity?
- Has the CPD activity identified any skills or knowledge gaps that require action within my future CPD planning?

6. Auditing of CPD

For all those holding RSoBRA / ASoBRA, SoBRA will request and audit your CPD record every three years on a rolling basis. Unlike other organisations, we do not select a percentage of those holding accredited status to be audited.