IFE recognised CPD activities

The IFE has a list of recognised CPD activities (see below). The list is not exhaustive and is only an example. It will be for you as a Member or Registrant to demonstrate the development value of any activity in your record.

Activity (must relate to fire engineering)	**Formal/ Informal**	**Evidence required**
Academic or Professional Study	Formal	Full details of the qualification (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification. Hours claimed must reflect actual hours of teaching, and not the full day (breaks should be omitted).
Attendance at a Course/ Seminar	Formal	The details of training provider must be provided in your CPD portfolio. Hours claimed must reflect actual hours of teaching, and not the full day (breaks should be omitted).
Being Coached or mentored (received face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provide in your CPD portfolio. Hours claimed should only be for specific periods of input or instruction – not the whole day.
Distance Learning Courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD portfolio.
In house training by employer	Formal	The employers' details and information about the course must be provided in your CPD portfolio.
Participation in development of specialist areas of fire engineering by attending meetings of special interest groups/ committees or relevant organisations undertaking such work	Formal	Details of the committee/ organisation, the area of fire engineering being considered to be provided in your CPD portfolio.
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD portfolio.
Production of a Dissertation	Formal	The title of the dissertation and the qualification details must be provided in your CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year.
Research	Formal	Full details of the topic for the research and, where applicable, the organisation which has commissioned the research.
Training provided by local IFE branch	Formal	Details of the branch and the course must be provided in your CPD portfolio.
Writing on Fire Engineering (to include material written for journals, publications, magazines, internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organisation for which the material is being produced must be provided in your CPD portfolio.
Reading Relevant Articles (in International Fire Professional journal or other reputable sources including internet)	Informal	The article title, publication and/or website address must be provided in your CPD portfolio.
Work Shadowing	Informal	Full details of aims and outcomes of the work shadowing sessions to be provided in your CPD portfolio.