



## Scheme of Continuing Professional Development

### Briefing Note – Written Submission

The REHIS Scheme of Continuing Professional Development requires participants to undertake a minimum of 60 hours of Continuing Professional Development (CPD) activity to be undertaken over three consecutive calendar years, with a minimum of 15 hours CPD activity to be undertaken each year. In addition, but inclusive within the CPD hours requirement, participants must submit a written submission at least once in every consecutive three-year period. The written submission must relate to a core environmental health activity:

- Food Safety
- Food Standards
- Occupational Health & Safety
- Public Health
- Built Environment
- Pollution Control
- Waste Management

The written submission must incorporate at least one of the following concepts:

- Evaluative Practice
- Sustainable Development
- Environmental Epidemiology
- Communication
- Collaborative Working
- Public Health Challenges

The written submission can be about a piece of a work you have been involved in, study you have undertaken as part of a course, private study you have undertaken, innovative work based project or research you have carried out. The important thing to remember it is to demonstrate new learning.

The Institute does not wish to be overly prescriptive in terms of how long a written submission should be, however, to demonstrate new learning it is anticipated that a written submission should be no less than 2,000 words. Participants of the Scheme of Continuing Professional Development should structure and format their written submissions in the manner outlined below:

#### ***Introduction***

This should provide information on the background to the piece of work undertaken. The purpose behind undertaking this work and the expected conclusions and learning outcomes.

#### ***Description***

This should provide a description of the activity undertaken and provide the relevant details pertinent to the subject matter.

#### ***Considerations***

This section should demonstrate the issues considered in relation to the subject matter and the rationale behind decisions made.

#### ***Outcomes***

This should describe the outcomes achieved or observed.

#### ***Conclusion***

This section should reflect on the outcomes and discuss the impact on your learning outcomes and identify the core activity and concepts which have been covered.