

CPD Activity Look-up Table

August 2019

This table can be used to select a main CPD activity area code. However, because an attempt is being made to classify and group a wide range of diverse CPD activities, it is necessarily an artificial and imperfect grouping; there are other equally valid ways of 'slicing the cake,' Some examples of alternative Codes are shown. This table also provides a listing of the wide range of potential CPD activities. As you encounter a CPD activity that is not listed in this table, please contact MMSA's CPD Program Chair with suggested additions.

Activity	Code	CPD main area
academic research	FE	Formal Education
being mentored	OT	Other
coaching/tutoring	OT	Other
courses	FE	Formal Education
computing: learning new software or hardware	FE or SC or SE	Formal education or Short course or Skill enhancement or maintenance depending on circumstances
computing: updating knowledge of software or hardware	SE	Skill enhancement
conference organizing/planning	CM or SI	Technical conferences, society meetings, field trips or Service to Industry
distance learning	FE or SC	Formal education or Short course
drafting proposed regulations or rules	SE or CK or SI	Skill enhancement or maintenance or Contributing to Knowledge or Service to Industry
examinations for courses or licensing tests	FE	Formal Education
external courses - <i>seminars</i>	SC	External and internal short courses & webinars
external courses -conferences	SC	External and internal short courses & webinars
field trips, prepare & attend	CM or CK	Technical conferences, society meetings, field trips or, when preparing & leading, Contributing to Knowledge
first aid & CPG training or refresher	SE	Skill enhancement or maintenance
focused internet research	PR	Private reading of professional publications

foreign language study	FE or OT	Formal Education or Other depending on study type
forums	CM	Technical conferences, society meetings, field trips
geological skills enhancement	SE	Skill enhancement or maintenance
hazwoper training or refresher	FE or SE	Formal education (1st time) Skill enhancement or maintenance
health & safety training & site-specific training	FE or SE	Formal education (1st time) Skill enhancement or maintenance
higher degrees	FE	Formal Education
internal courses - <i>briefings</i>	FE	Formal Education
internal courses - <i>tested training</i>	FE	Formal Education
IT & computing study & training	FE	Formal Education
job-related legal and regulatory conferences, training, etc.	CM or SE	Technical conferences, society meetings, field trips or skill enhancement
leadership training	SC or SE	External and internal short courses & webinars or skill enhancement
lectures	FE or CK	Formal education if taken, Contributing to knowledge if given
licensing test review and question drafting	FE	Formal Education
literature reviews and case studies	CK	Contributing to knowledge
mentoring	OT	Other
MSHA training or refresher	FE or SE	Formal education for 1st time or Skill enhancement or maintenance
multi-disciplinary team meetings	SE	Skill enhancement or maintenance
preparing presentations and talks	CK	Contributing to knowledge
presentations at professional meetings	CK	Contributing to knowledge
professional & business development training	SE	Skill enhancement or maintenance
professional ethics--use flag in CPD log		use flag in CPD log
project management training	FE or SC or SE	Formal education or Short course or Skill enhancement or maintenance depending on circumstances
reading technical papers in journals	PR	Private reading of professional publications

reading text books	PR	Private reading of professional publications
referee/peer review of papers books, etc, for publication	CK	Contributing to knowledge
reflective CPD practice	PR	Private reading of professional publications
reviewing/summarising publications	CK	Contributing to knowledge
sharing knowledge & skills with others	CK	Contributing to knowledge
society <i>scrutineering, reviewing, auditing</i>	SI	Service to Industry
society <i>c ommittee work and meetings</i>	SI	Service to Industry
sponsoring	OT or SE	Other or Skill enhancement or maintenance depending
STEM	SI	Service to Industry
strategic thinking & planning	SE	Skill enhancement or maintenance
study to develop specialized skills	FE or SC	Formal education or External and internal short courses & webinars depending on circumstances
talks and presentations to lay/amateur societies	CK	Contributing to knowledge
teaching, instructing	CK	Contributing to knowledge
teamwork & leadership training	SC	External and internal short courses & webinars
technical meetings	CM	Technical conferences, society meetings, field trips
toolbox talks	CK	Contributing to knowledge
watching training films & tv (TEN)	SC	External and internal short courses & webinars
webinars - preparing and attending	CK or SC	Contributing to Knowledg if given or External and internal short courses & webinars
work shadowing	SE	Skill enhancement or maintenance
workshops	SE	Skill enhancement or maintenance
writing/editing papers for professional publications	CK	Contributing to knowledge
writing/editing papers, books, conference proceedings	CK	Contributing to knowledge

