

Weighting of CPD activities and example submissions

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Example CMBE submissions

Person A: Senior Faculty Member on Teaching and Scholarship Track

Person B: Faculty Member on Teaching and Scholarship Track

Person C: Faculty/School Strategic Lead for L&T

Person D: Part time GTA/Adjunct (50% FTE)

Person E: Experienced Practitioner (5-10 years of business and management background and experience, after achieving a HE qualification, Level 7 or above)

Person F: Mid-Career Faculty Member on Research and Teaching Track

Weighting of CPD activities and indicative evidence

Activity / Output	Maximum units claimable per year	Indicative evidence
<p>Qualification studies</p> <p>Undertaking further education studies including recognised qualifications at degree, award, certificate, diploma, and Masters levels such as PG Cert and MEd, or the HEA fellowships.</p>	Up to 20 units	Certificate from awarding body
<p>Training programme participation (including relevant technology training)</p> <p>Attending open (short course) and in-company training plus other modes of training with Chartered ABS or other relevant training organisations. These can be face-to-face or online.</p>	Up to 20 units	Certificate of attendance Copy of signed register
<p>Design of learning and teaching, including research-led teaching</p> <p>Reflection and development leading to the design and redesign of programmes, courses and learning materials, including face-to-face, blended and online learning and teaching.</p>	Up to 20 units	Institutional course approval documentation plus a reflective statement
<p>Scholarly outputs specific to developing educational practice</p> <p>Authoring books, papers and articles for public publication, including producing formal conference papers and presentations for conference proceedings in relation to developing teaching practice.</p>	Up to 20 units	PDF of article URL of online journal Link to relevant repository
<p>Event participation</p> <p>Attending events relevant to learning & teaching, excluding social or strictly networking meetings but including conferences, exhibitions, seminars, workshops, briefings, topical meetings, etc.</p>	Up to 15 units	Copy of signed register Acknowledgement of attendance by organiser
<p>Imparting knowledge specific to developing educational practice</p> <p>Teaching, tutoring, lecturing and speaking including public presentations to conference and event audiences, as well as coaching and mentoring.</p>	Up to 15 units	Course handbook Lecture notes/handouts Conference proceedings Copy of mentoring forms (redacted)
<p>Reflection and development</p> <p>Reading and reflection leading to development of outputs that are not covered elsewhere including</p>	Up to 10 units	A reflective statement indicating how this led/ will lead to the

<p>those related to SoTL. This could include keeping up-to-date with subject knowledge in your discipline. For example: reflection about one's personal development for the upcoming period by conducting a needs analysis.</p>		<p>development of practice in the future</p>
<p>Academic Leadership</p> <p>Supporting strategic development of the department's educational provision (undergraduate, taught postgraduate and research degree programmes) in order to achieve excellence in this provision, and as appropriate ensuring that education provision is consistent with frameworks from the university/ faculty/accrediting and professional bodies for quality and standards. Working to support sharing of good practice across/within the department. Engaging with, influencing and supporting colleagues within own department, including attending/chairing learning and teaching committees, setting up and monitoring appropriate mentoring schemes, taking a lead on internal events such as learning and teaching conferences.</p>	<p>Up to 10 units</p>	<p>Minutes Letter from line manager A reflective statement indicating how this led/will lead to the development of practice in the future</p>
<p>Community contributions</p> <p>Active involvement in Chartered ABS working groups, examinations boards, advisory councils, regional boards, project groups or committees. Also includes participation in similar activities for other organisations and community groups (e.g. charitable trusts, school associations) where you are active in advancing business and management education. This could also include accrediting body contributions. Subscribers who are part of the CMBE Peer Review scheme can also claim here.</p>	<p>Up to 5 units</p>	<p>Minutes Letter of appointment Contract of employment</p>
<p>Related private studies</p> <p>Extra-curricular studies or research contributing to your professional development over and above the routine demands of your work.</p>	<p>Up to 5 units</p>	<p>Certificate/evidence of completion A reflective statement indicating how this led/will lead to the development of practice in the future</p>

Example CMBE submissions

Person A: Senior Faculty Member on Teaching and Scholarship Track

Category	Activity/output	Description	Units claimed: Verifiable	Units claimed: Non-Verifiable	Output comments	Evidence
Scholarship of Teaching and Learning (SoTL)	Scholarly outputs specific to developing educational practice	Undertakes research, writes and presents a conference paper on delivering more effective accounting classes to UG students using a flipped classroom approach.	20		Statement on how activity has led to reflection on, and development of practice, and benefits to the individual, constituents, community.	Link to paper
Scholarship of Teaching and Learning (SoTL)	Training course and workshop participation	Attendance at 5 hours of internal business school seminars/ workshops on SoTL	5		As above	Copy of register or confirmation of attendance from line manager/HoD/ Dean or similar.
Teaching Practice	Reflection and development	Reading to ensure that subject knowledge of current tax law is up-to-date		5	Statement on how this has led to personal development which will feature in module(s)	Reflective statement
Academic Leadership	Leadership Activities: Active membership of committees	3 x 2 hour meets for Task and Finish Group of UG student employability and lead 5 hour faculty employability summit	10 [max allowed]		Statement on benefit to individual and programmes	Committee minutes and/or email/letter confirming attendance <i>and</i> participation
Total Units			35	5		

Person B: **Faculty Member on Teaching and Scholarship Track**

Category	Activity/output	Description	Units claimed V	Units claimed Non-V	Comments	Evidence
Teaching Practice	Activity: Event participation	Attendance and engagement with CABS LTSE [but has not delivered a workshop]	10		Statement provided on how this has caused the individual to reflect on and develop their teaching practice	Booking confirmation
Teaching Practice	Output: Design of learning and teaching	Redesign of a module to include case method or problem-based method teaching		6	Statement on benefit to individual and programmes	Module outline/specification – annotated to show changes and why
Teaching Practice	Activity: Training course and workshop participation	Participated in a 2 hour webinar on case method teaching	2		Credit for participation	Record of attendance
Teaching Practice	Activity: Imparting knowledge	Delivers a 4 hour workshop on internal new staff induction on best practice in large group teaching	4			Event advertisement
Teaching Practice	Activity: Reflection and development	Innovative teaching practice: reading and study on case method teaching leading to development of course material		10 [max allowed]		Non-evidenced

Teaching Practice	Activity: Private study	Keeping up to date with recent publications in <i>Journal of Management Education</i>		5 [max allowed]		Non-evidenced
Academic leadership	Activity: External examiner	Serves as External Examiner	5 [max allowed]			Copy of letter of appointment
Total Units			<u>21</u>	<u>21</u>		

Person C: **Faculty/School Strategic Lead for L&T**

Development area	Activity/output	Description	Units claimed V	Units claimed Non-V	Output comments	Evidence
Teaching Practice	Design of learning and teaching	Organised a cross Faculty T&L 'Good Practice' showcase event focusing on the potential use of digital learning resources	20		Reflective comments on what was learnt for leading similar future events	Schedule for the event plus participation numbers
Academic Leadership	Leadership activities	Has established an internal mentoring framework to support new colleagues towards their initial Chartered ABS CMBE submissions	10		Statement on the plans implementation and review of the scheme	Document outlining the scheme
Teaching Practice	Design of learning and teaching	Has completed an external MOOC on developing online assessment	5		Some thoughts on how the learning might be applied within the Faculty	Certificate showing the course was completed
Academic Leadership	Community contribution	Participation in 2 Principal Fellow national network meetings	5		Comments on any likely impact on their own professional practice	Minutes from the meetings
Total Units			<u>40</u>			

Person D: **Part time GTA/Adjunct (50% FTE)**

Category	Activity/output	Description	Units claimed V	Units claimed Non-V	Comments	Evidence
Scholarship of Teaching and Learning (SoTL)	Training programme participation	Attended a two hour workshop about active learning techniques for small group teaching run by the University's Learning and Teaching Centre	2			Booking confirmation
Teaching Practice	Design of learning and teaching	Redesigned her seminars in the light of the workshop she attended and successfully delivered them	10			Copy of seminar plans
Scholarship of Teaching and Learning (SoTL)	Imparting knowledge	Presented a paper at Learning and Teaching Conference about her seminar redesign and her evaluation of that redesign	10			Conference proceedings
Total units			<u>22</u>			

Person E: **Experienced Practitioner (5-10 years of business and management background and experience, after achieving a HE qualification, Level 7 or above)**

Category	Activity/output	Description	Units claimed: V	Units claimed: Non-V	Output comments	Evidence
Scholarship of Teaching and Learning (SoTL)	Scholarly outputs specific to developing educational practice	Undertakes research, writes and presents a conference paper on advancing the business/management pedagogy or professional practice	15		Statement on how this has led to reflection on, and development of practice, and benefits to the individual, constituents, community	Link to paper
Academic Leadership	Imparting knowledge specific to developing educational practice	Mentoring and coaching faculty members around their teaching practice	15		Statement on benefits to faculty members	Networking events register, anonymised meeting records
Scholarship of Teaching and Learning (SoTL)	Training course and workshop participation	Attendance at 5 hours of internal business school seminars/workshops on SoTL	5		As above	Copy of register or confirmation of attendance from line manager/HoD/Dean or similar.
Teaching Practice	Reflection and development	Reading to ensure that subject knowledge of professional practice is up-to-date		5	Statement on how this has led to personal development which will feature in module(s)	Reflective statement
Total units			35	5		

Person F: **Mid-Career Faculty Member on Research and Teaching Track**

Category	Activity/output	Description	Units claimed: V	Units claimed: Non-V	Output comments	Evidence
Teaching practice	Reflection and development	Undertakes research, writes and presents a conference paper on development of the subject discipline, utilising advancements as research led teaching	10		Statement on how this has led to reflection on, and development of practice, and benefits to the individual, constituents, community	Link to paper
Teaching practice	Design of learning and teaching	Develops a new module in digital marketing and data analysis utilising research output to enhance the provision	10	5	As above	Link to course handbook, and related materials. EE feedback
Scholarship of Teaching and Learning (SoTL)	Training course and workshop participation	Attendance at 4 hours of internal business school seminars/workshops on SoTL	4		Statement on how this has led to personal development which will feature in module(s)	Copy of register or confirmation of attendance from line manager/HoD/Dean or similar
Academic Leadership	Leadership Activities: Development of a PhD internal seminar series and conference	3 x 2 hour meets for development and lead 4 hour PhD student conference	5	5	Statement on benefit to individual and programme	Development group minutes and/or email/letter confirming attendance <i>and</i> participation
Academic Leadership	Serves as an external examiner	Provides feedback and developmental suggestions for programme/module design	5			Copy of letter of appointment
Total Units			<u>34</u>	<u>10</u>		