



I H I E

**INSTITUTE OF HIGHWAY
INCORPORATED ENGINEERS**

Moving ahead

Your guide to Continuing Professional Development

This document contains guidance on planning your professional development. The forms to help you plan, record and assess your progress are included in the Pack as Word documents.

Continuing Professional Development is the process that enables YOU to stay ahead in your profession. The key is to be systematic. By taking a structured approach you will be demonstrating an active commitment to your industry and profession through addressing your own individual needs.

In a world of complex technological change YOU manage your development needs - not your employer or your colleagues, though they can help - by constantly confirming and improving your professional standing. Documentary evidence of your competence ensures that you do just that.

As a professional, IHIE expects you to complete five days a year of structured development.

What is CPD?

Continuing Professional Development is the systematic maintenance, improvement and broadening of your knowledge and skills and the development of personal qualities necessary for the execution of professional duties throughout your working life.

- Develop your technical knowledge and skills in your current field.
- Broaden your technical knowledge to qualify you to move ahead.
- Develop your non technical professional knowledge and skills - in supervision and management, communication and presentations, safe practices, environmental concerns, finance and planning.

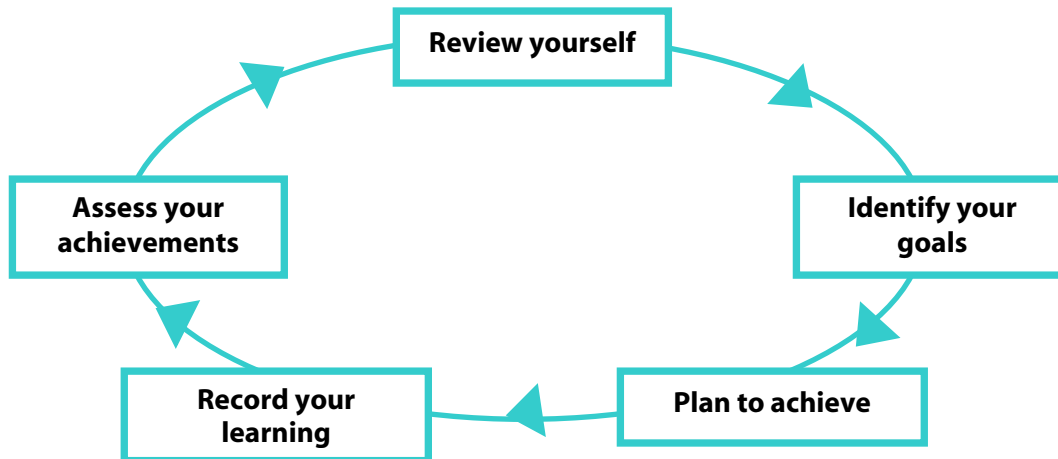
Where CPD can be achieved

- **at HOME** - through structured reading and study, giving careers guidance, being a Science and Engineering Ambassador, participating in IHIE branch or Engineering Council activities.
- **at WORK** - chairing meetings, writing and presenting papers, training or mentoring colleagues, undertaking special or new assignments, web or paper based research, team building projects, in-house training courses or lunchtime seminars, using video or computerised training and the Television Education Network.
- **at EVENTS** - presentations, seminars, courses, conferences, evening meetings and visits.

It all adds up to a wide range of experience planned, structured and monitored!

How you can plan your professional development

Start with a little self examination: what have you learned? how can you use your new knowledge? what else do you need?



The journey has a beginning but no end: a continuous procession of improvement as you 'move ahead'.

Review yourself

- **Reflect on where you are now:** what have I learned so far?
- **List your qualifications,** courses attended, job experiences, technical skills, voluntary work, your commitments (domestic and work), your interests, your preferred methods of learning.
- **Analyse the current and future demands** of your job: list forthcoming projects or corporate reorganisation.
- **Compare your experience with the benchmark occupational standards** in relevant NVQs/SVQs (Transportation, Design and Management) which indicate what the industry thinks a competent engineer should know and be able to do. If you do not match up you will know what is missing.

If you are preparing for your Incorporated Professional Review, look at the standards in *Document IE3*.

If you are preparing for EngTech go to the equivalent document (*ET3*).

Commit yourself to quarterly review of your professional development objectives and to annual appraisals of your overall position.

Identify your goals

Set goals for your current job.

Position yourself twelve months ahead.

Clarify what you would like to be doing in three years time: your application and interests.

Ask how your job is likely to change: what opportunities might open up; look in the technical press for possible industry trends.

Set goals for your future: what roles might you be playing one year and three years hence.

Complete the *IHIE Profile of Competence and Needs (Form B01)*:

1. list your current skills
2. list the competencies required by your current and future jobs
3. compare the two
4. identify your goals and prioritise them.

Plan to achieve

You now know what you need in order to develop.

To help you meet your goals, draw up a PROFESSIONAL DEVELOPMENT PLAN.

It won't be carved in stone. It will change, often rapidly and radically. But you will have a framework for making the most of your potential.

Your plan should identify and prioritise:

1. development objectives (your needs), which are measurable and achievable
2. specific activities for achieving your objectives - by reading, attending meetings
3. resources required - time and money!
4. constraints
5. targets and target dates.

The *IHIE Annual Professional Development Plan (Form B02)* helps you through the process and is an evolving document.

As you make progress or change your priorities, use the plan to monitor your achievements after undertaking further training and learning.

The *IHIE Three Year Plan (Form B03)* gives you a longer term perspective and also needs to be reviewed at least annually. We recommend a longer term plan if you are looking ahead to your Professional Review.

Many employees, particularly those who are Investors in People, will have staff appraisal schemes incorporating personal development plans. These can be used instead of the IHIE forms but may need to be adapted, especially for the Professional Review, to sufficiently reflect your individual career and professional aspirations outside the company.

Record your learning

Recording your learning activities enables you to think about what you have achieved, what you hope to achieve and how to go about it. You will be learning all the time and often informally from other people in many different walks of life. It may be through chairing and organising meetings at work, at Institute local branches and other voluntary committees or by attending evening classes, visiting useful websites and so on.

Build up a file of hard evidence of your professional competence as you accumulate extra experience which will be useful in job interviews and at Reviews.

Enter the details in your *IHIE professional development record* (Form B04):

- what you did
- what you achieved
- identify any consequences, fresh insights, new needs.

If you are seeking IEng or EngTech registration, you will need to include your record with your IPD portfolio (which forms part one of your Professional Review).

Assess your achievements

Enter your assessment in your *IHIE Professional Development Plan* (**Form B02**).

Review your position periodically. Reflect on your achievements to date and on how you carried through your goals. Was it easy/difficult? What was most productive? Identify any related follow-up which might be necessary. How will you use your new skills or knowledge?

Talk to a MENTOR or line manager as part of your appraisal procedure - as a sounding board and for feedback.

Change your plan as often as you like to reflect new goals and needs.

But it's not over yet

Starting over again: as we know, learning and developing is a continuous process and the circle is never broken.

Sources of CPD: where to go

- Day to day events
- Colleagues, user groups, lunchtime seminars
- IHIE conferences and courses; with member discounts

- Technical press: *Transportation Professional* (ten times a year); *NCE and Surveyor* (weekly); *Local Transport Today* (every two weeks) *Traffic Engineering and Control* (monthly)
- DfT website for new codes, regulations and consultations
- Local colleges and university evening classes and short courses cover a wide range of topics
- IHIE Branch visits, meetings and seminars
- Royal Town Planning Institute's local branches or join the RTPI Transport or Urban Design Networks
- Institution of Civil Engineers: local association meetings and courses (www.ice.org.uk)

- IHIE Accredited Short Courses and Accredited Providers:
 - TMS for traffic management, safety audits, RoSPA benchmark road safety engineering courses (www.rospa.com)
 - JCT for traffic control (www.jctconsultancy.co.uk) and MOVA courses
 - The March Group for maintenance (www.marchgroup.demon.co.uk)
 - Nottingham Trent University's qualification, and units in highways and traffic engineering
 - Hyder for road safety audit

- Thomas Telford Training (www.t-telford.co.uk)
- PTRC (www.ptrc-training.co.uk) have extensive ranges of courses.
- TTT, the Association of Planning Supervision and Capita Symonds offer Planning Supervision training
- City of Bath College Highways Open Tech offers specialist distance learning in EdExcel (BTEC) units and short courses (www.citybathcoll.ac.uk)
- Open University materials in management and computing

- Highways Training centres in several counties offer maintenance, safety and management courses

- NVQs in transportation cover road safety, traffic engineering and systems management, transport planning, transport technical support, highway maintenance, management and technology management come from OUVS, and in design, planning supervision project and contract management and site management from EdExcel. Ask SQA about SVQs. (www.transportationvq.org.uk)

- MANCAT, Manchester, offers distance learning in road safety
- The television Einstein Network Civil Engineering Programme: a subscription service for companies, offering videos and supporting packages
- Supplier promotional literature and seminars

Your professional contribution counts

You can:

- help young engineers and technicians at work
- act as a Mentor and as an Assessor and Reviewer for the Technician Professional Review if you are a recent IHIE Fellow
- become a Science and Engineering Ambassador assisting schools or a National Construction Careers School Advisor (www.setnet.org.uk)
- offer yourself as a school or college governor
- join your IHIE Branch Committee
- write about an interesting project as a short news item for IHIE, or in a paper for *Transportation Professional* or *Surveyor*
- use the IHIE website to tell others of your projects or to ask for advice
- become an IHIE Incorporated Reviewer if you are a Fellow of five years' standing

IHIE recognises your achievement

The IHIE CPD attainment certificate confirms that members are maintaining a structured annual professional development plan.

The IHIE gold CPD certificate is awarded to members who have maintained a development plan in excess of the average achievement for at least three years.

To apply, send IHIE your CPD plans and records.

Remember that for the Professional Review...

You need to include a CPD record with your Professional Review submission (eg Form B04) and a Development Plan (eg Form B02 or your Appraisal records).

Also, you need to have seven days off the job education and training in the two years before sending in your Incorporated Professional Review submission and you need three CPD Days for the Technician Professional Review.

- Only formal CPD events count
- No single event can count for more than two days
- Your total can be made up of days, half days, evening events, video training and lunchtime talks. A "day" normally comprises six hours supervised tuition
- Management, professional and technical topics are all valid
- Two days must be on health and safety for aspiring IEngs. 1 day for the technician review.
- One day must be on environmental issues, these can include integrated transport, recycling, pedestrian and cycle planning, relevant materials, waste management and environmental impact awareness.

If you have any problems or want advice, do not hesitate to contact IHIE.

Forms

Profile of competence and needs (B01)

Three year plan (B03)

Annual professional development plan (B02)

Professional development record (B04)