

CPD GUIDE

YOUR GUIDE TO CONTINUING
PROFESSIONAL DEVELOPMENT (CPD)



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This document contains guidance on planning your professional development and provides you with information on the Mycareerpath tool to help you plan, record and assess your progress.

Continuing Professional Development is the process that enables you to stay ahead in your profession. 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.

What is CPD?

CPD has been defined by the 'CPD in Construction Group' of the Construction Industry Council as: –

'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners working life.'

CPD is regarded as essential to demonstrate that the value of membership and professional qualifications are maintained and enhanced. CPD is the process of continual improvement and personal development that all professional persons should undertake to build upon the basic and advanced professional qualifications that they have attained.

CPD records should demonstrate that you have maintained the up to date knowledge required to perform your duties at the highest professional level. In an ever-changing world, the

importance of Health & Safety issues along with Environmental Impact cannot be over stressed when assessing the balance in CPD but also look to explore other disciplines associated with your current Job Description.

The process of participating in and recording CPD demonstrates your commitment to maintaining professional competence. Its purpose is to:

- 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.

Policy Statement

The IHE takes Continuing Professional Development seriously and believes it adds value to both you as a professional and the wider engineering profession. Our policy of CPD for members is clearly defined and forms part of the Code of Conduct to which all members subscribe.

The IHE recognises the importance of Continuing Professional Development of its members and requires that members adopt a culture of life-long learning and development. All members of professional engineering institutions have an obligation to undertake CPD and to support the learning and professional development of others. For the Institute of Highway Engineers, CPD is recognised as a key value associated across all membership grades and the Institute promotes the supporting of individuals to achieve their professional development objectives.

CPD has several purposes, whether relating to an individual's needs or their career progression and development whilst providing an opportunity to enhance and demonstrate competence.

CPD can be acquired in a range of different forms. The first being informal learning which can be gained through everyday working life. Working with professionals who may have a range of different backgrounds and experience levels provides valuable CPD which can be focused to meet an individual's needs. This may be supported by structured reading ensuring a measurable knowledge outcome is achieved. The familiar methods such as appropriate courses, study, preparation of papers and presentations, mentoring, involvement in professional body activities, all remain appropriate opportunities for an individual to meet their CPD requirements and professional development objectives.

Individuals should be responsible and proactive in seeking professional development opportunities and the CPD should be reflective and should relate to specific objectives even if only to maintain professional engineering competence requirements. The Institute promotes both individuals and employers working together to determine and agree professional development which in turn will benefit all parties.

Individuals should record both their CPD activities and the perceived outcome i.e. what they have learned or achieved and relate this to any planned development objectives. An outcome-based approach is considered more appropriate and valuable to CPD rather than relying solely on quantitative measures such as number of hours or days or mere levels of attendance.

The IHE provides to its members a web based system for capturing CPD, namely 'Mycareerpath' and this can be accessed through the Members Area at www.TheIHE.org. 'Mycareerpath' supports members in recording information such as CPD Plans, activities/evidence and the development of progress reports and the Institute encourages the use of this web based system as a tool to plan and maintain CPD. Further information on this can be found in this booklet.

Applicants for professional registration at all grades should demonstrate their commitment to Continual Professional Development by providing evidence of relevant CPD, including elements of Health and Safety and Sustainability in the years prior to application for registration and should commit to maintain an appropriate level of CPD throughout their membership.

The IHE will take a holistic view when assessing the Professional Development of professional registrants but applicants should typically aim to have undertaken an average of at least 3 days of CPD per year throughout their engineering career and should seek to maintain this post registration.

CPD sampling

From January 2017 the IHE is required by the Engineering Council to review a random sample of 'professionally active registrants' of the Institute and provide appropriate feedback to members whose CPD has been requested. Members will be requested to submit their CPD via Mycareerpath but they will not be expected to use the tool itself, any CPD document or plan can be uploaded to the portal.

If you are included in our sample and we request your CPD please refer to Section 9 of this booklet that provides more detail on the process and what we expect from you.

CPD in practice

CPD is the responsibility of the individual. It requires a continuous and systematic approach to personal development which identifies the need to acquire and develop knowledge and skills in a predetermined area of expertise. CPD requires a documented plan to achieve a predetermined goal. Ad-hoc learning will enhance the planned learning and may open up other avenues of learning which may help determine future medium and long-term goals.

Where can CPD can be achieved?

- At home. This can be through structured reading and study keeping up to date with developments by reading journals and publications and updated / amended specifications, giving careers guidance, being a Science and Engineering Ambassador, participating in IHE branch or Engineering Council activities.
- At work such as, chairing meetings, writing and presenting papers or research work into new topics, 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 and personal training videos.
- At events such as attending presentations, seminars, short training courses, conferences, evening meetings and visits.

A combination of the above all adds up to a wide range of experience planned, structured and monitored Continuing Professional Development. Although it is important to note that the following do not count towards your CPD:

- Any activity contained or related to your job description and normal duties.
- Deputising for your superior during absence

It should be remembered that CPD is dependant upon an individual's needs and career. The areas of CPD knowledge will therefore vary for person to person. Some headings that may be of use may include:

- Technical knowledge
- Health & Safety.
- Environmental issues
- Quality Assurance
- Management skills (commercial, contractual, financial, environmental and Human Resources)
- Presentation skills (meetings, public speaking, report writing)

It is important that you plan your CPD to match your perceived personal development. This can be done in a few simple steps as shown in the chart below.



To make progress through the CPD cycle you will need to address each of the five areas on the chart above.

1. Review yourself

- Reflect on where you are now, list your current skills, what have I learned so far?
- List your qualifications, courses attended, job experiences, technical skills, voluntary work, your interests, your preferred methods of learning.
- Analyse the current and future demands of your job: list forthcoming projects or corporate reorganisation. List the competencies required for your current and future jobs and compare the two.
- Compare your experience with the benchmark occupational standards in relevant NVQs/SVQs (Transportation, Design and Management) BEng or MEng degrees or the Engineering Council Learning Outcomes for each grade of professional registration. These will 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.

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

2. 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.
- Think if or 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 ahead.
- Identify your goals and prioritise them.

To assist you, you could complete the IHE Profile of Competence and Needs (Form B01)

3. 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. This plan will be a living document as it will change, often rapidly and radically but it will give you a framework for making the most of your potential.

Your plan should identify and prioritise:

- Development objectives (your needs), which are measurable and achievable
- Specific activities for achieving your objectives – by reading, attending meetings
- Resources required both in terms of time and money.
- Constraints
- Targets and target dates.

The IHE 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 IHE 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 IHE forms but may need to be adapted, especially if you're working towards a Professional Review, to sufficiently reflect your individual career and professional aspirations outside the company.

4. 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 professional review.

Make sure you record:

- What you did
- What you achieved
- Identify any consequences, fresh insights, new needs.

You might consider using the IHE professional development record (Form B04) or Mycareerpath.

5. Assess your achievements

Review your position periodically and 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.

To record the outcome the IHE provides a Professional Development Plan (Form B02) or use Mycareerpath.

6. Finally

Start the process over again. Learning and developing is a continuous process and the circle is never broken.

Activity allowances

Each activity undertaken should be evaluated in hours. The Institute recognise that this is not an exact process and differing events will yield various outcomes both in terms of time and material. However, as an indication, the following grid provides a guide to time allowance.

1	Evening Technical Meeting	2 Hrs
2	Day Seminar / Conference	6 Hrs
3	Short term courses of 1 to 2 weeks maximum	6 Hrs per day
4	Research Work	The time spent actually researching the topic should be recorded. There may be parts of the project which could be classed as your normal contractual duties. These should not be recorded
5	Mentoring	The hours spent performing Mentoring tasks along with any subsequent time spent researching background information.
6	Reading of Journals / Publications	Be realistic and specific. It is not good enough to say, reading journals for half an hour per week. Log what you have read and more importantly what you have learnt
7	Lectures to Branch Institutes and similar bodies	The preparation time for the lecture will be allowed but not the presentation or repeated presentations of the lecture. Question and answer sessions, where interaction between lecturer and audience provides debate will be allowed
8	Site visits, exhibitions and demonstrations	Structured visits to see sites, which are of special interest, specific trade exhibitions and relevant practical or technical demonstrations that will enhance your knowledge and experience.

CPD for professional review

If you are thinking of applying for EngTech, IEng or CEng professional review you need to include a CPD record with your professional review submission. This has some more specific criteria to ensure you are meeting the requirements of Engineering Council UK-SPEC at the relevant level of professional registration.

To achieve this, your CPD needs to demonstrate seven days off the job education and training in the two years before sending in your Incorporated or Chartered Professional Review submission. For Engineering Technicians you need three CPD Days for your EngTech professional review.

Management, professional and technical topics are all valid but no single event can count for more than two days. For IEng and CEng applicants two days must be on Health & Safety and for EngTech one day should demonstrate CPD being directly to Health & Safety. For all professional review applicants, one day must be on sustainability or environmental issues. These can include integrated transport, recycling, pedestrian and cycle planning, relevant materials, waste management and environmental impact awareness.

Mycareerpath

The IHE provides and encourages the use of the web based system for capturing CPD called Mycareerpath. The Mycareerpath Professional Development System is an online tool for those engaged in the engineering profession to plan, evidence and report their professional development activities.

This can be accessed through the Members Area at www.TheIHE.org. Once you have set up an account your Mycareerpath account will be permanently linked to your account on the IHE Members Area.

Professionally active members who's CPD is requested in an IHE audit will be expected to submit their CPD evidence through Mycareerpath, although you do not need to use the tool to record your CPD in order to do this.

The IHE believes Mycareerpath is a powerful and effective digital tool for planning and recording CPD. The following pages provide some information on how to get started and use Mycareerpath.

1. Registering an account to use Mycareerpath

First, create an account to use Mycareerpath. You will need an email address, the name of your Professional Engineering Institution and your membership number. Follow the link from the IHE's members area at:

<https://membership.theihe.org/Member/Login.aspx>

This will take you to the Mycareerpath login page. From here you may [Login](#), or [Register](#) a new account. Complete the registration form and select [Register](#), and you can log in straight away. Fields with an asterisk * are mandatory for registration. Once you have logged in, your IHE members log in and Mycareerpath log in are permanently linked together and you will not see the Mycareerpath log in screen again.

2. Creating profiles with mycareerpath

There are two ways of accessing the functionality of Mycareerpath once you have set up an account. These are:

1. Selecting a [competence profile](#) (e.g. Chartered Engineer) which allows you to create personalised development [plans](#) which detail how you intend to demonstrate the competences within the specified profile. [Evidence](#) can be recorded against competence profiles and [reports](#) created to draw together plans and evidence. Plans, reports and evidence can be reviewed by a third party (for IHE audit purposes), exported to PDF, and printed. The competence statements for EngTech, IEng and CEng (taken from the UK-SPEC) are built into Mycareerpath. Use these profiles if you are working towards (or intending to work towards) one of these grades of professional registration.
2. Mycareerpath can also be used to record Continuing Professional Development (rather than progress towards a competence profile like CEng). Selecting '[Continuing Professional Development](#)' as a profile allows the user to plan, record and report any and all activity that contributes to CPD.

Once you have logged in to your Mycareerpath account, you will need to select a profile against which you will record your development. The profiles available will appear in a drop-down menu. Simply select a profile, and select the [Add](#) button. There is no restriction on the profiles used and you can record progress against any or all of the profiles offered. Once you've created a profile, you can view all of its competences by selecting the profile name.

On most Mycareerpath pages, you can save your changes and send your work by email to a colleague for review (see Section 8). This could be a mentor, your line manager, the IHE if we request it, or any other appropriate person you choose.

3. Competence profile self-assessment

Mycareerpath enables you to self-assess your progress against the individual competences within a chosen profile. From the [Home](#) screen, create (or if you've previously created, select) a profile name, such as Chartered Engineer or Engineering Technician.



Mycareerpath uses a star system to self-rate your progress. The starting point is zero and you can change this as you develop within each competence. Hover the mouse over the stars to see what progress through each level requires.

You can [Save Changes](#) at the bottom of the competences page.

The Continuing Professional Development profile is 'open-ended' and has no competence statements attached and so no star rating system. Use the CPD profile to record activity if you are not working towards professional registration like EngTech, IEng or CEng.

4. Creating an action plan

To create a professional development action plan, select [Plans](#) in the menu. Then select [Add action plan](#).

On the following Action Plan Wizard page, give your plan a title and enter your objectives. You will need to enter a start date and a completion date. Choose the profile against which you want to apply this plan and select the competences you will demonstrate through this plan.

Under [Competence Standards](#), choose the appropriate competence from the [available competences](#) list, then [Add](#) it to the [selected competences](#) list. You can select multiple competence statements. Each one you add to your plan will appear in the selected competences. The CPD profile has no linked competences.

Finally, [Save](#) your plan.

5. Recording evidence

You can add evidence, including any supporting documentation like certificates, videos or testimonies, to demonstrate that you have developed or increased competence. To add evidence to Mycareerpath, select [Evidence](#) in the menu; then [Add evidence](#) to create a new record.

On the resulting Evidence Wizard page, give your evidence a title and enter the lessons learnt and benefits gained from your professional development activity. You will need to enter a start date, but a completion date is not mandatory.

Choose the Profile you want to record this evidence against and select any linked competences – skills you have demonstrated through this activity. The CPD profile has no linked competences.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). These will remain attached to the [evidence](#) (and any [reports](#) created using it) and reviewers will be able to examine them. Web links should be in the format <http://www.website.com>.

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

[Save](#) your plan when you're finished.

6. Generating a report

Reports are used to gather plans and evidence over a specified period of time. To generate a progress report, select [Reports](#) in the menu; then [Add Report](#). On the resulting Report Wizard page, give your new report a title and enter a start date and an end date for the period you want the report to cover.

Select the report type (either [Evidence](#) or [Competence](#)) and a profile.

- An [Evidence based report](#) contains a list of all plans and evidence within the profile selected that started during the period specified. This is useful for displaying all of your activity in a given period. (End dates are ignored for the purposes of reports.)
- A [Competence based report](#) will list only evidence (not plans) within the profile selected that started during the period specified. Evidence will be broken down by linked competence statement. This is useful for displaying your progress against a list of competence statements.

The Continuing Professional Development profile has no linked competences – use an Evidence based report to show CPD activity over a given period.

Select [Save & View](#) when you're done to display the report.

7. Exporting data to PDF

Plans, evidence and reports in Mycareerpath can be exported and saved in PDF format. Next to any item in [Plans](#), [Evidence](#) or [Reports](#), use the **PDF** icon to generate a PDF. The PDF file will be saved to your computer or opened. Exported PDF files can be emailed, printed, or saved to a computer or portable drive.

8. Editing your details

To change your Mycareerpath details, return to the [Home](#) page and follow the link on the right hand side to access the [Edit Account Details](#) page. Here you can modify your name, organisation, PEI membership number, Engineering Council Registration Number (if applicable), email address and password.

[Save](#) your changes when you're done.

If you forget your password, use the [Forgotten Your Details?](#) link on the login page. You will be prompted to enter the email address you used to register, and when you select [Send Email](#) a password reset link will be sent to that address.

9. Sending work for review

Plans, evidence, reports and competence profiles (star-rating pages) can all be sent for review by email. This allows you to demonstrate progress to colleagues, employers or the IHE.

Audit

The IHE is required from January 2017 to undertake mandatory reporting of 'professionally active' registered members CPD and therefore, only practising, professionally qualified members will be expected to supply CPD for an IHE audit.

The request to supply CPD will begin with an email informing you that you have been included in a CPD sample and we would like you to supply us with a copy of your CPD. You should inform us by replying directly to the email if you are not 'professionally active' (not in employment, volunteer or Branch activity) and we will remove you from the sample. Members can be expected to be contacted once in every 3-5 years for submission of their CPD records.

If you are actively engaged in any activity that would deem you to be 'professionally active', then your first step should be to log in or register for a Mycareerpath account via the IHE members area of the IHE website, as per the instructions in this document.

On logging in to your account, the landing page will look like this:

INSTITUTE OF HIGHWAY ENGINEERS

mycareerpath

Welcome | 03 Oct 2016 | sign out

Home Plans | Evidence | Reports | Help

's currently selected profiles:

Title	Abbrev	Status	
Continuing Professional Development	CPD	Active	

Available profiles

-- select --

Add

Need to change your password or email address?
Click here to access your user information.

If you have been asked to submit to a review
[TEST](#)

Reviews and submissions [View all](#)

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The audit you have been asked to submit to will be listed here. A pass code will have been provided in the original email and you should enter this to gain access to the CPD audit submission page.

On the audit page you will have two options. If you have been recording your CPD via Mycareerpath, select the report you wish to submit from the '[Select report to submit](#)' drop down menu.

If you wish to upload a copy of your employers CPD, a paper based CPD record or any evidence that provides a CPD record for review, enter the title of the document under the 'Upload additional supporting evidence' section. Then select the file to upload. Do this as many times as you wish until you are satisfied you are supplying enough information to communicate to the reviewers the extent of your CPD activity.

We usually ask for the preceding calendar year's CPD but you are free to include relevant CPD for one year either side.

Submit to TEST

Please ensure the user details below are correct before submitting. You will be notified of any feedback on your submission by email at the address shown below.

[Click here to amend your details](#)

Name

Email Address

Member Number

EngC Registrant
Number N/A

Company IHE

Select report to submit:

Select a report

finished audit test



Upload additional supporting evidence

This section is optional and can be used to upload files to support your evidence.

You can upload files from your computer as evidence, or submit a link to another website where the evidence is stored. You must give uploaded files a title.

title / website
address

file to upload:

Browse...

Save/Upload

Select [Save/ Upload](#) when you're done, this will release the evidence to the IHE and you will receive an email informing you that your CPD has been submitted for review.

Your CPD will then be assessed by a trained IHE reviewer appropriate to the grade you are registered at. They will view your CPD in confidence and make appropriate feedback. Feedback will be provided in a timely manner and you will receive an email inviting you to log back in to Mycareerpath and view the feedback you have been provided with.