

# Career Manager

## Quick Guide

# IET

# Accredited Scheme Candidates

## IET Accredited Professional Development Schemes

Especially for IET accredited professional development schemes, Career Manager allows scheme candidates to join with their accredited scheme, and have their scheme attendance verified by a scheme manager via the scheme manager interface.

## UK-SPEC and Job Profile Tools

- Assess competence against multiple Job Role frameworks;
- Store up to 28 archived competence assessments with verification comments;
- Two supporters may now verify competence assessments against UK-SPEC and job roles.

## Scheme resources

The scheme functionality within Career Manager offers two main benefits:

- The ability for scheme candidates to create and affiliation with their scheme manager, whilst recording and verifying their inclusion on an IET accredited professional development scheme;
- A simple interface where a scheme manager can engage with candidates who are enrolled on their scheme, and view live development snapshots to oversee candidate development goals and progress.

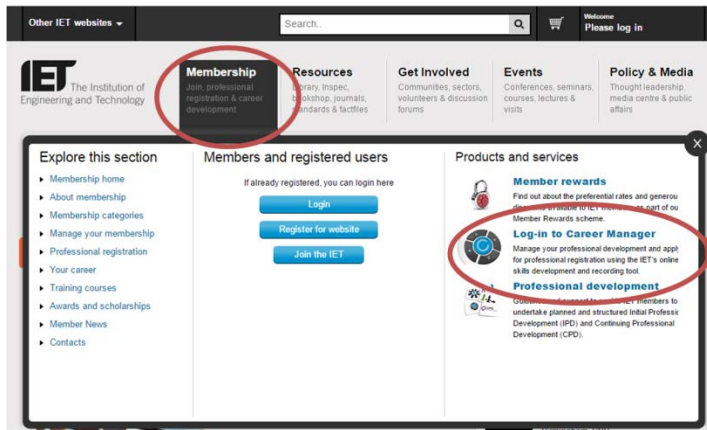
## Contact information

If you have any questions regarding the scheme functionality, you can contact the Career Manager team on 01438 767356 or e-mail [career-manager@theiet.org](mailto:career-manager@theiet.org)

More information on Career Manager including FAQs can be found at [www.theiet.org/career-manager](http://www.theiet.org/career-manager)

## Logging into Career Manager

You can access Career Manager via the Membership tab of the IET website at [www.theiet.org](http://www.theiet.org)

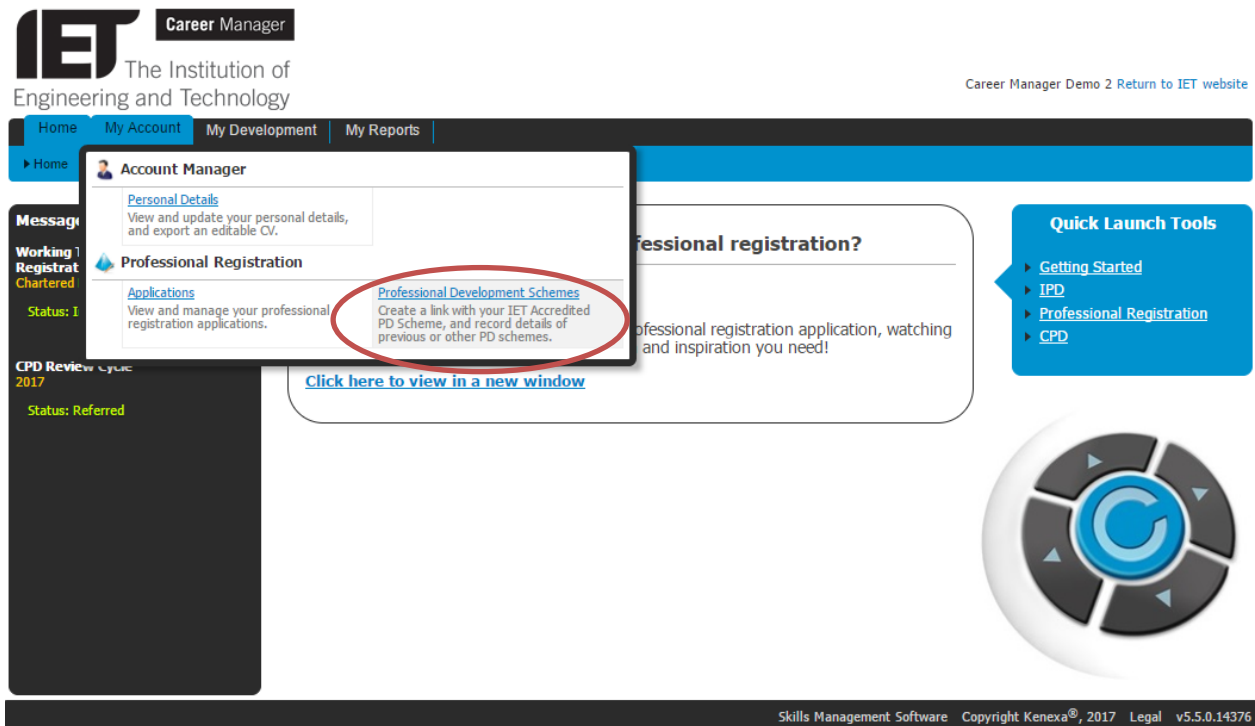


You must be logged into the IET website for the 'Access IET Career Manager' button to be enabled.

## Professional Development Schemes

When you make a request to join a scheme, your designated scheme manager will receive a notification e-mail. To manage these requests, the scheme manager will need to log into Career Manager and accept your request via their Scheme Manager tab.

You can access **Professional Development Schemes** functionality either from the 'My Account' tab:



Or from the IPD Quick Launch Tool:

**IET Career Manager**  
The Institution of Engineering and Technology  
Career Manager Demo 2 Return to IET website

Home My Account My Development My Reports

Messages

**Working Towards Professional Registration**  
Chartered Engineer  
Status: In Progress

**CPD Review Cycle 2017**  
Status: Referred

**IPD**

IPD (Initial Professional Development) is the process of working towards Professional Registration.

What would you like to do?

- ▶ [Submit my Intent to Register](#)
- ▶ [Link to my IET Accredited PD Scheme](#)
- ▶ [Assess my competence for Professional Registration](#)
- ▶ [IPD Planning - Set IPD Objectives and actions](#)
- ▶ [Manage my IPD Planning Report](#)

TIP: To help you gain the full potential of the IPD functionality in Career Manager, why not view our free IPD online training webinar? [www.theiet.org/cm-training](http://www.theiet.org/cm-training)

If you have any questions regarding IPD please e-mail [profdev@theiet.org](mailto:profdev@theiet.org)

**Quick Launch Tools**

- ▶ Getting Started
- ▶ **IPD**
- ▶ Professional Registration
- ▶ CPD

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## Scheme Information

The Scheme Information is split into two sections:

- **Current IET Accredited Scheme** - link to your current IET accredited scheme and have your scheme attendance verified by a scheme manager. It is possible to backdate the 'joined' date, so if you are already part-way through an IET accredited scheme you can still record it and have it verified here. Once your request to join an accredited scheme in Career Manager has been accepted by your scheme manager, you or the scheme manager may end the scheme link at any time. Once a scheme link is ended, the information will transfer to your 'Previous and Other Current Schemes' automatically. Once this happens, it is not possible to edit or delete it from your Career Manager record, however if you join another IET Accredited Scheme you will be able to request to join that as a new IET Accredited Scheme in exactly the same way.
- **Previous and Other Current Schemes** - record details of any previous or current non accredited schemes here. It is not possible to add an acceptance date for these entries, as they cannot be verified by a scheme manager.

## Search for Scheme

You should obtain your four-digit scheme number from your scheme manager.

### Professional Development Schemes

Before you get started, why not read the [Quick Guide](#) for Accredited Scheme Candidates, or watch the [Online Training Webinar](#)?

### Current IET Accredited Scheme

The **Current IET Accredited Scheme** functionality allows you to create a link with your scheme manager, whilst recording and verifying your inclusion on the scheme. Once you have completed your scheme you can use the same functionality to join another scheme. You can remove yourself from a scheme at any time by selecting 'End Scheme'.

Search for Scheme

### Previous and Other Current Schemes

If you wish to record details of any previous schemes you have attended, or a PD scheme that you are currently enrolled on which is not accredited by the IET, then you can do this here.

Add

The screenshot shows the IET Career Manager interface. A modal dialog box is open with the title 'Please enter your scheme number and select Go. If you do not know your Scheme number, you can obtain it from your Scheme Coordinator.' Below the title, it says 'All fields in bold are required.' There is a text input field labeled 'Enter Scheme Number:\*' containing the value '9999'. A 'Go' button is located below the input field. A 'Close' button is in the top right corner of the dialog. The background shows the 'Search for Scheme' button on the main page.

If you have entered the correct scheme number the relevant scheme details will appear. You can then enter the name of your mentor (if you have one) and amend the date you joined the scheme if necessary:

The screenshot shows the IET Career Manager interface. A modal dialog box is open with the title 'Confirm Scheme'. It asks 'Please select 'Join' to confirm that this is the Scheme you are currently enrolled on?'. The dialog displays the following information: 'Scheme Number: 9999', 'Scheme Name: IET Test Scheme', and 'Please enter the name of your Mentor (if applicable)'. Below this is a text input field. A note says '(You can do this at a later date by editing the Accredited Scheme information)'. Below the input field, it says 'Please select the date you enrolled onto the scheme, if this field is left blank then the enrolled date will default to today's date.' There is a date picker input field. At the bottom, there are 'Back' and 'Join' buttons. The background shows a table with columns 'Scheme Number' and 'Comments'.

When you click 'join' your scheme information will be added to your IET Accredited Scheme table. Your scheme manager will receive a notification that you wish to join the scheme, and they will then have to log into the Scheme Manager interface to accept or decline your request. The acceptance date will be populated once your scheme /manager has accepted you onto the scheme.

#### Professional Development Schemes

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#### Current IET Accredited Scheme

The **Current IET Accredited Scheme** functionality allows you to create a link with your scheme manager, whilst recording and verifying your inclusion on the scheme. Once you have completed your scheme you can use the same functionality to join another scheme. You can remove yourself from a scheme at any time by selecting 'End Scheme'.

Scheme Number	Scheme Name	Organisation	Accredited By	Enrolled Date	Acceptance Date	Mentor Name	Comments
9999	IET Test Scheme	The IET	IET	<a href="#">02 May 2017</a>		<a href="#">Mr. Mentor</a>	<a href="#">Comments...</a> <input type="button" value="End Scheme"/>

## Comments

Should you wish to send your scheme manager a comment regarding your scheme entry, you can do this via the Comments link in the table. Select the 'Notify Scheme' tick box so that a notification is sent via e-mail too.

✕

### Comments for Scheme 9999, IET Test Scheme

Enter any changes and click the Save button. If you would like to notify your Scheme Coordinator, tick the 'Notify Scheme' checkbox which will send your coordinator an email after saving.

Your Comments

Scheme Coordinator Comments

Notify Scheme

## Ending your affiliation with the Scheme

Should you wish to end your affiliation with the scheme at any time, you can do this by selecting the 'End' link.

If you were accepted onto the scheme at any point, ending the scheme link will automatically remove the scheme information from the **Current IET Accredited Scheme** table and drop it down into the **Previous and Other Current Schemes** table. It is not then possible to remove this from your record.

You will be given the option to add comments as to why you are ending your affiliation with the scheme. Comments will be sent to the scheme manager by e-mail.

The IET would suggest that best practice would be to end your affiliation once you have achieved professional registration, as this is the natural point at which your inclusion on the scheme would usually end. This also helps to keep your employer updated by notifying the scheme manager that you have achieved professional registration.

A scheme manager and/or the IET may also end your affiliation with a scheme at any time, however it is mandatory requirement to add comments as to why the affiliation is being ended.

## My Reports

### Personal Details Summary (CV)

This report includes the general details that you would expect to have on your CV, and can be exported into MS Word, or as a pdf.

### IPD Summary

The IPD Summary report can be exported in PDF format and provides a live overview of your development, including your assessment against your desired UK-SPEC framework and your development objectives and actions. The report header provides your Name, Intended Registration, IET Membership Number, Job Title, e-mail address, and the date the report was exported.

### CPD Activity Report

Once you have selected the date range that you would like to report your CPD on, you will initially be able to view the results on screen. You will then have the option to export a choice of two reports, in either MS Word or pdf format. The first report is your **CPD Activity Report** which is ideal for appraisals, providing a basic overview of your completed CPD Activities grouped by Activity type, and a total CPD hours summary for the chosen period. The second, **Detailed CPD Activity Report**, is useful for progress reviews and includes full descriptions of the activities and any reflection you have recorded.