

Career Manager

Quick Guide

Recording CPD Activities

Quick Guide for recording CPD Activities

What is CPD?

Continuing Professional Development (CPD) is the process of developing and maintaining competence; a set of recognised skills needed to reliably perform the occupation of your choice. It's how you keep up-to-date with current practice; it drives you to improve your skills and progress into new roles and keeps you employable throughout your working life.

What are the benefits of CPD?

CPD is the key to managing your career – it's how you keep up-to-date with current practice, and it drives you to improve your skills and progress into new roles, and keeps you employable throughout your working life.

CPD will help you to:

- Achieve your goals efficiently;
- Keep pace with changing technology;
- Achieve recognition;
- Stay in the job market;
- Develop leadership skills and help to influence others;
- Provide evidence of competence when it is required;
- Demonstrate commitment to your profession.

How does CPD Monitoring work?

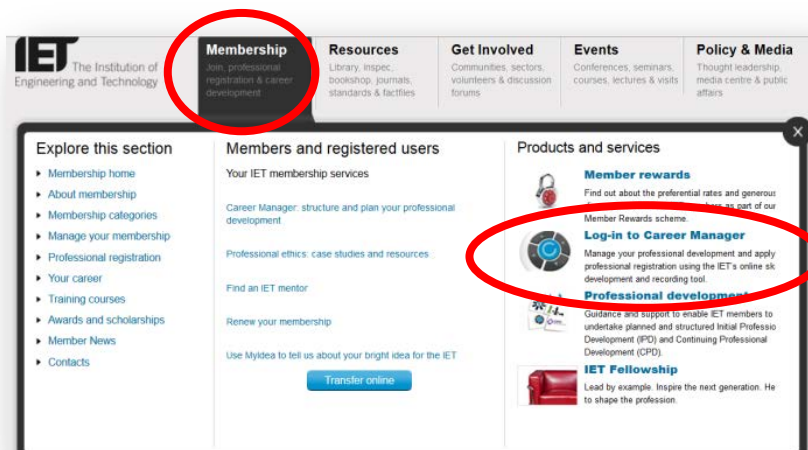
- As a guideline, members should aim to undertake a minimum of 30 hours CPD per year
- Members submit an annual declaration of CPD undertaken during the previous year;
- A sample of members are randomly selected to have their CPD records reviewed (by volunteer CPD Assessors) against the criteria of the IET's guideline CPD requirement (detailed below);
- Generic statistics are available to all who submit their CPD declarations.

How can I record my CPD?

Structuring your CPD will help you achieve your career goals faster as it is likely to target your development needs more effectively. However, it is also important to take advantage of ad hoc CPD opportunities that come along too, as these can also be valuable.

All IET members have access to Career Manager, our online professional development planning and recording tool.

1. Visit and log-in to the IET website at www.theiet.org/careermanager Career Manager can be accessed via the membership tab.



2. Selecting the CPD menu from the Quick Launch Tool to the right of the home page displays a list of various CPD options. Select > **Record my CPD Activities** to record your CPD activities against four of the six categories:
 - work experience
 - volunteering
 - events and seminars
 - self-study

TIP: Training courses and Academic study should ideally be recorded in your personal profile as they would generally form part of your CV information. These areas can also be accessed from the CPD quick launch menu, and the information recorded for each of these categories will also be pulled through into your CPD Activity Reports.

CPD

What would you like to do?

- ▶ [Record my CPD Activities](#)
- ▶ [Record my Training Courses](#)
- ▶ [Record my Academic Qualifications](#)
- ▶ [CPD Planning - Set Objectives & Actions](#)
- ▶ [Manage my CPD Planning Report](#)
- ▶ [View my CPD Activity Report](#)
- ▶ [Submit my annual CPD Declaration](#)

CPD Monitoring Scheme

The new CPD policy is now in place and during the review year of 2017 we will be reviewing a sample of member's CPD activities which took place in 2016. If you wish to receive hints and tips on CPD and the use of Career Manager please email your name and membership number to cpd@theiet.org using "CPD hints and tips" as the subject line. For more information on the 2017 CPD policy please visit www.theiet.org/membership/career/cpd/policy

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

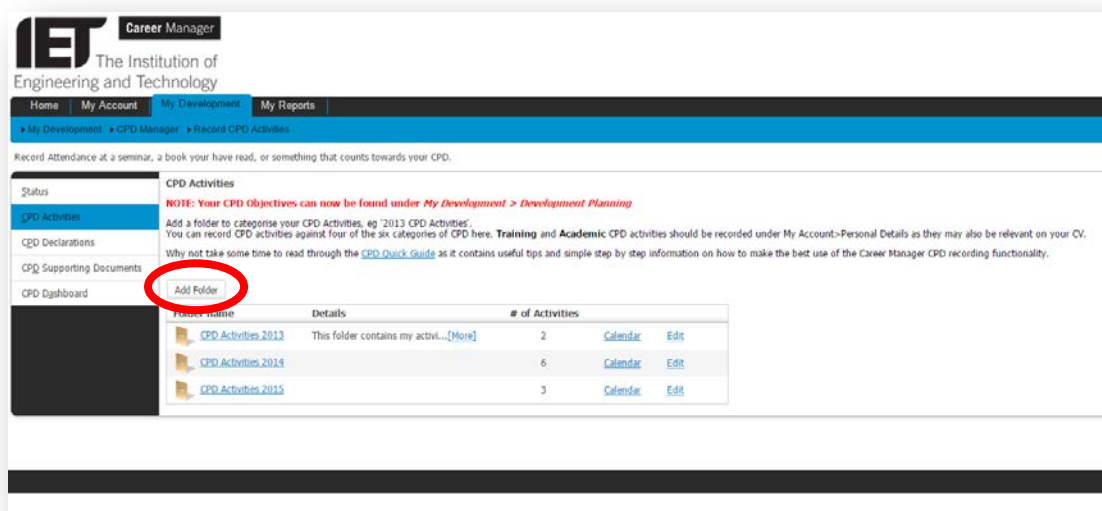
If you have any questions regarding CPD please e-mail cpd@theiet.org or call +44 01438 767302

Quick Launch Tools

- ▶ [Getting Started](#)
- ▶ [IPD](#)
- ▶ [Professional Registration](#)
- ▶ [CPD](#)



3. To record a CPD activity, first create a folder to categorise your activities e.g. 'CPD Activities 2017'.



- Add your activities, recording the name, description, type, date together with the number of CPD hours for the activity.

TIP: If you are recording your activities retrospectively, you can select the status to 'Completed' and add your completion date

TIP: Be sure to add your hours in the 'CPD Hours' box in order for them to be included in your total CPD Hours summary when it comes to declaring

Add CPD Activity

Enter details and click Save.

All fields in **bold** are required.

Folder:* CPD Activities 2017

CPD Activity Title:* Project Lead

Description:

Type: Work experience

Status: In Progress

Priority: Medium

Start Date:*

CPD Hours: 10

Save Cancel

TIP: Determining CPD hours is subjective. You decide how many hours of learning you feel you gained from the activity, for example

Duration: 3 hours

(how long it took you to read the journal)

CPD Hours: 1 hour

(a majority of the journal was information you already knew, however you gained some new information totalling 1 hour)

- Once you have added a CPD Activity, it will display in the CPD Activities table.

Home My Account My Development My Reports

My Development CPD Manager Record CPD Activities CPD Activities 2014 Manage CPD Activities

Record Attendance at a seminar, a book you have read, or something that counts towards your CPD.

Manage CPD Activities Find CPD Activities

CPD Activities

Log your completed CPD activities here. Training and Academic CPD activities should be recorded under *My Account > Personal Details* as they may also be relevant on your CV, but they will still show on your CPD Activity Reports.

[Recording your CPD](#) is an excellent way to demonstrate that your knowledge and skills are up-to-date. It doesn't have to be too onerous to keep records – if you regularly record your CPD activities as you do them, it's a straightforward process.

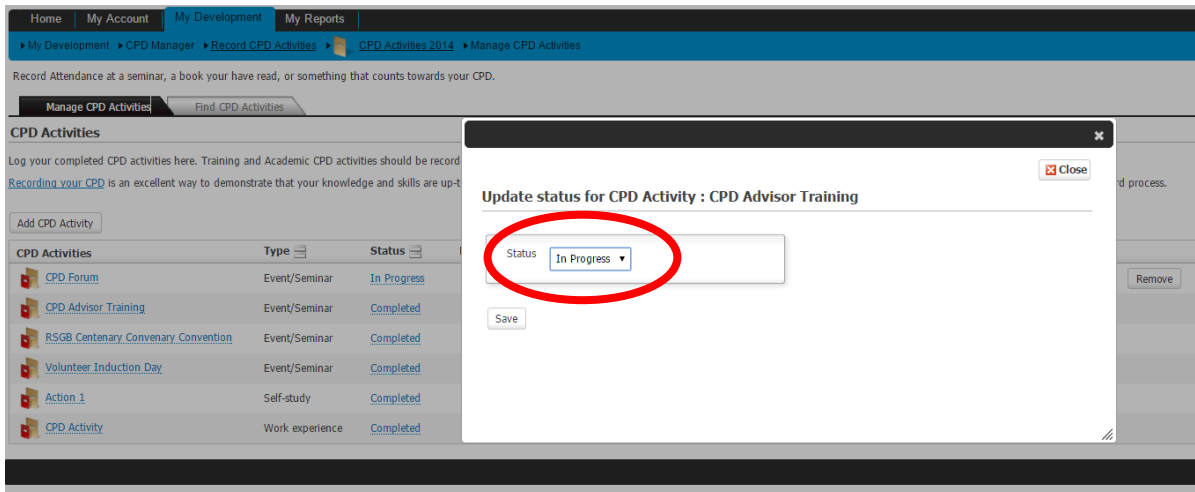
Add CPD Activity

CPD Activities	Type	Status	Priority	Start Date	Completion Date	Hours	Reflection	Planned
CPD Activity	Event/Seminar	In Progress	Medium	13 May 2014		4.0	A thought stimu...	<input type="checkbox"/> Edit Copy Remove
CPD Advisor Training	Event/Seminar	In Progress	Medium	11 Aug 2014		2.0	Reflection	<input type="checkbox"/> Edit Copy Remove
RSGB Centenary Anniversary Convention	Event/Seminar	Completed	Medium	07 Oct 2014	19 Jun 2015	1.5	Compared to CW ...	<input type="checkbox"/> Copy
Volunteer Industry Day	Event/Seminar	Completed	Medium	12 Mar 2014	19 Jun 2015	7.0	Reflection	<input type="checkbox"/> Copy
Action 1	Self-study	Completed	Medium	31 Jul 2015	31 Jul 2015	3.0	Reflection	<input checked="" type="checkbox"/> Copy
CPD Activity	Work experience	Completed	Medium	31 Jul 2015	31 Jul 2015	6.0	Reflection	<input type="checkbox"/> Copy

TIP: Clicking on the Activity link will display a quick-look at the Activity description and creation date. Click again to hide.

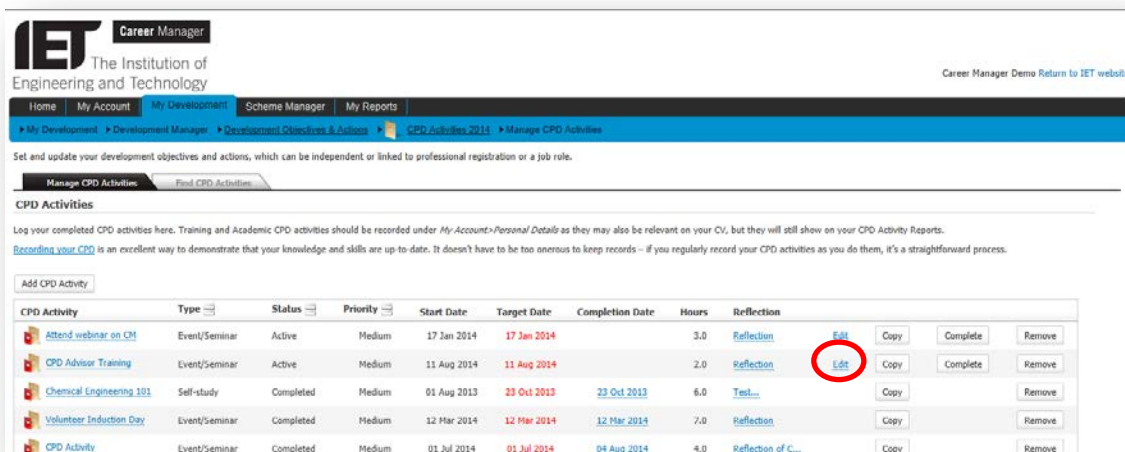
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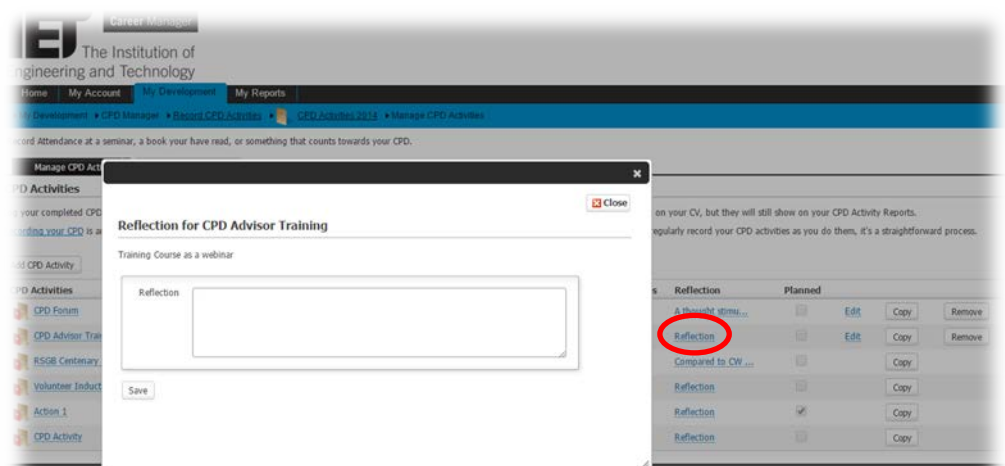
6. If you need to edit a **completed** activity, you can set the status to 'In Progress' which will allow you to edit the activity.

*Remember to change the status back once you have completed the editing.



7. Add a reflection statement for each activity. This is important to record the knowledge you have gained and the skills you have developed from your CPD activities. Consider these points:

- What did you learn?
- What went well?
- What could have been done differently?
- Did it meet your needs?
- How has it impacted the way you work?
- Are there any follow-up actions?



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CPD Reports

CPD Activity reports can be accessed from the **My Reports** menu or from the CPD Quick Launch Tool:

The screenshot shows the IET Career Manager interface. The top navigation bar includes 'Home', 'My Account', 'My Development', and 'My Reports'. The 'My Reports' menu is expanded, showing 'Personal Development' with sub-links: 'Personal Details Summary (CV)', 'IPD Summary', and 'CPD Activity Report'. The 'CPD Activity Report' link is circled in red. A red arrow points from this link to the 'CPD Activity Report' page. Another red arrow points from the 'CPD Activity Report' page back to the 'My Reports' menu.

CPD Activity Report

All fields in bold are required.

Date From: *

Date End:

[Export Report](#)

Overview of CPD Hours

Activity Type	Total Hours
Work experience	15.0
Volunteering	0.0
Event/Seminar	14.5
Self-study	5.0
Training	9.0
Totals	43.5

Education

Establishment	Course Title	Start Date	End Date	Classification
University Name	MSc in Engineering	03 Sep 2012	30 Jun 2013	2:1

Training

Course Title	Completion Date	CPD Hours
Training Course	03 Feb 2015	6.0
Microsoft Office Packages	01 Jul 2013	3.0

CPD Activities

Activity	Type	CPD Hours	Completion Date
Volunteer Induction Day	Event/Seminar	7.0	19 Jun 2015
RSGB Centenary Conventary Convention	Event/Seminar	1.5	19 Jun 2015
IET Skills Summit	Event/Seminar	6.0	08 Aug 2013

1. Create your CPD Activity Report – you can create either a high level report or a more detailed report which includes all your reflection statements. Simply select the dates you want to report on and the type of report you want to create (Activity Report or Detailed Activity Report) and export to either MS Word or PDF.
2. Use your CPD Activity Reports for your own records and to demonstrate your CPD to your employer, colleagues and clients. This information can also help you to prepare for your appraisals, a Professional Registration, Membership or Fellowship application or a job interview. This report will also help demonstrate your compliance with the IET's CPD requirements. Further details about the CPD Monitoring Scheme can be found on our website <http://www.theiet.org/membership/career/cpd/policy/>

To submit your CPD record, see guide “Submitting your CPD Declaration”. This can be found in the quick guide section of Career Manager

<http://www.theiet.org/membership/career/cmanager/cm-user-guides.cfm>

Should you have any questions please contact cpd@theiet.org or +44(0)1438 767302

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