

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?

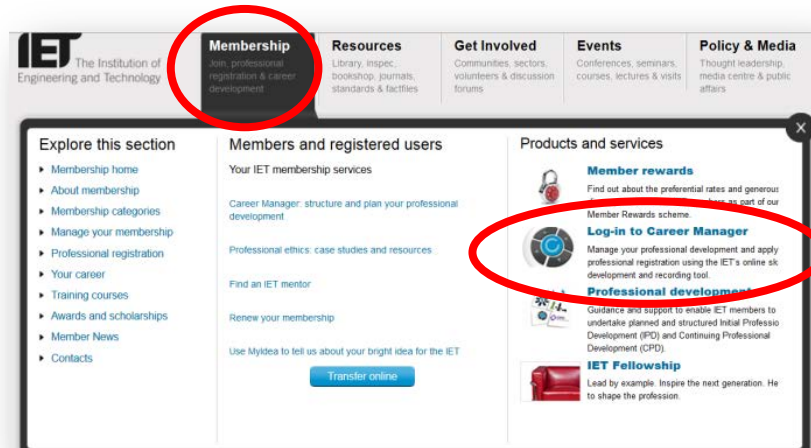
- As a guideline, members should aim to undertake a minimum of 30 hours CPD per year
- Members submit an annual declaration of CPD undertaken during the previous year;
- A sample of members are randomly selected to have their CPD records reviewed (by volunteer CPD Assessors) against the criteria of the 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.

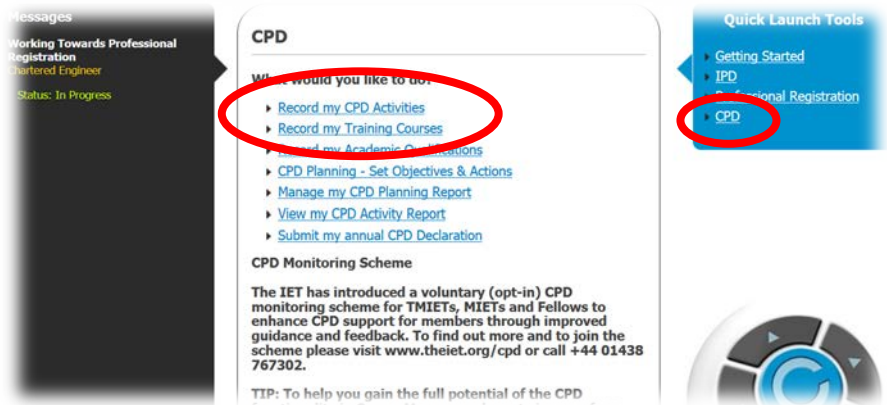
All IET members have access to Career Manager, our online professional development planning and recording tool.

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



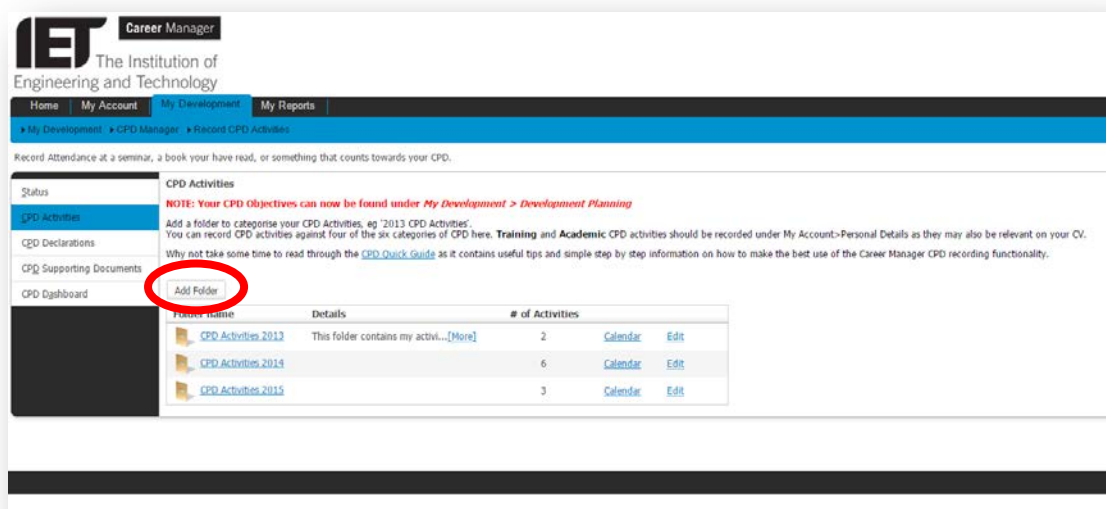
2. Selecting the CPD menu from the Quick Launch Tool to the right of the home page displays a list of various CPD options. Select > **Record my CPD Activities** to record your CPD activities against four of the six categories:

- 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.

3. To record a CPD activity, first create a folder to categorise your activities e.g. 'CPD Activities 2014'.



- 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: Recording CPD hours is subjective to how hour 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)

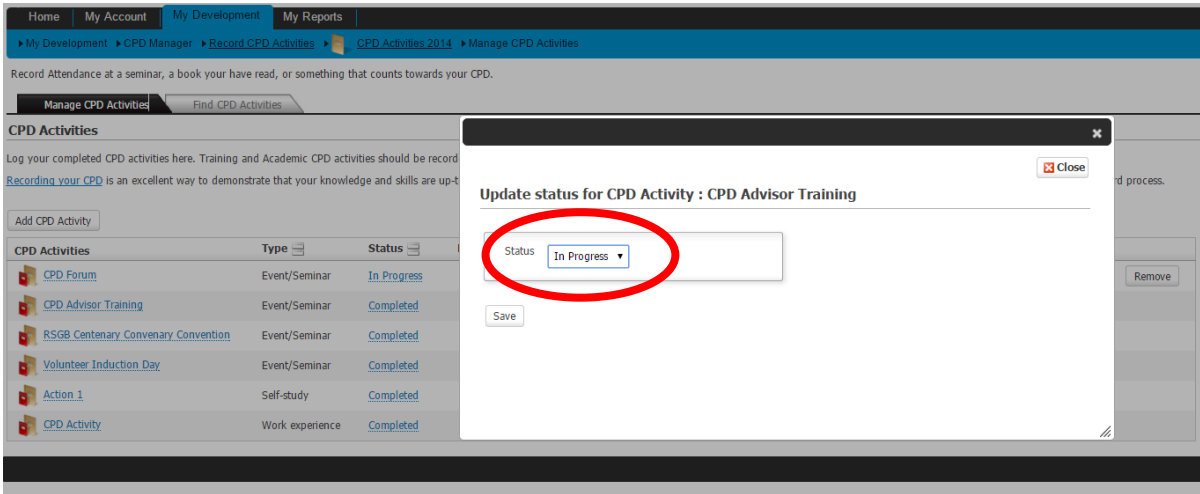
CPD Hours: 1 hour

(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.

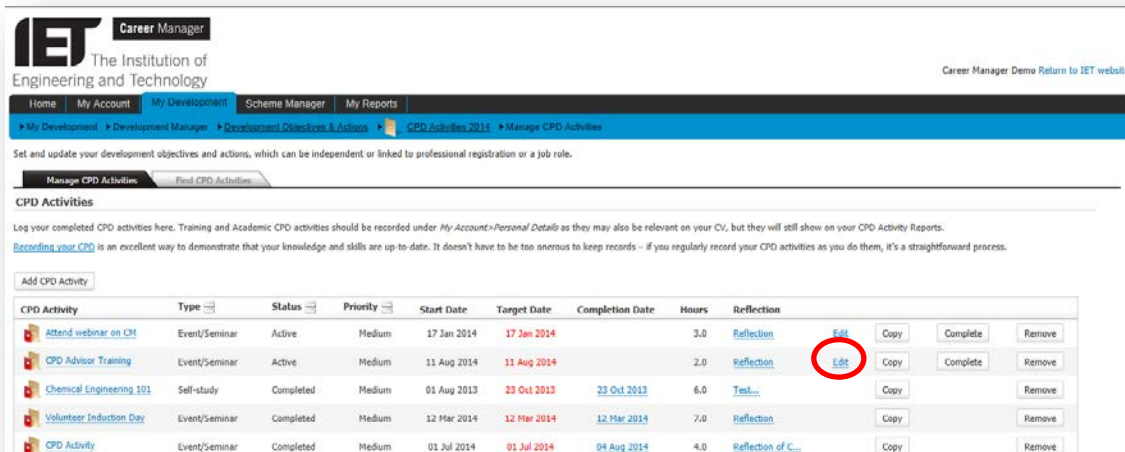
| CPD Activities | Type | Status | Priority | Start Date | Completion Date | Hours | Reflection | Planned |
|--|-----------------|-------------|----------|-------------|-----------------|-------|------------------------------------|-------------------------------------|
| CPD Activities | Event/Seminar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

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



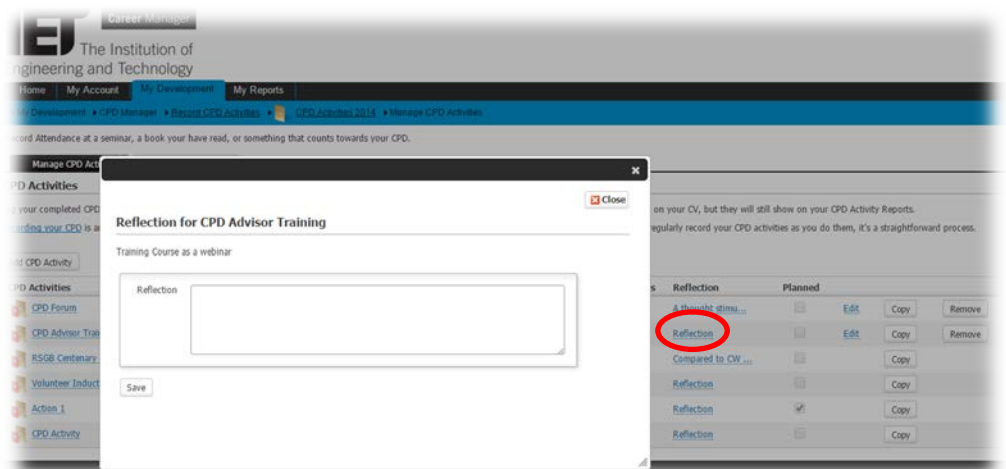
6. If you need to edit a **completed** activity, you can set the status to 'In Progress' which will allow you to edit the activity.

*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?



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. The page features a 'What would you like to do?' section with links like 'Record my CPD Activities', 'Record my Training Courses', etc. Below this is a 'CPD Monitoring Scheme' notice. The main content area includes an 'Export Report' button and an 'Overview of CPD Hours' table:

| 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 |

Below the table is an 'Education' table:

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

Next is a 'Training' table:

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

Finally, there is a 'CPD Activities' table:

| 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