



The Institution of  
Engineering and Technology

A man with a beard and glasses, wearing a blue shirt, is sitting at a desk in a library or office setting. He is looking towards the camera with a slight smile. The background is blurred, showing bookshelves and a desk lamp.

How to make the most  
of your Continuing  
Professional Development

[theiet.org/cpd](http://theiet.org/cpd)

# What is CPD?

Continuing Professional Development (CPD) refers to the maintenance and development of knowledge and skills, to ensure you remain competent as a professional engineer or technician.



# Benefits of CPD

## CPD can help you to:

- Achieve your goals efficiently
- Keep up with changing technology
- Get recognition
- Stay in the job market
- Develop leadership skills and help influence others
- Provide evidence of competence when it's needed
- Demonstrate commitment to your profession

## CPD culture can help employers to:

- Motivate staff in self development against global frameworks
- Maintain value of previous training and reduce risk exposure
- Demonstrate a supportive culture for staff development
- Demonstrate professional team standing to partners
- Enhance own organisation core competences
- Recognise those who go the extra mile
- Demonstrate a commitment to the profession

# What counts as CPD?

When it comes to undertaking your CPD, you may be unsure of the different types of activities that count. Although we accept CPD activity from any source, we provide a wide range of products to assist you with your CPD and have created the **TWAVES** acronym to help you remember what counts.



## Training

Includes a wide variety of professional and technical topics delivered through various methods.



## Work Experience

Includes learning new skills and knowledge through job shadowing, coaching, managing others, secondment, research, project work etc.



## Academic Study

Includes formal study programmes such as a Masters degree (e.g. MEng, MSc), PhD/Doctorate, Bachelors degree (e.g. BEng, BSc), HND, HNC, City and Guilds, NVQ, ONC, OND, etc.



## Volunteering

Includes professional body volunteering roles e.g. mentoring, professional registration advisor/assessor/interviewer, committee roles, local network roles, etc. It may also include other volunteer roles that support the development of soft skills/financial/leadership skills.



## Events and Seminars

Includes conferences, networking events, technical visits, exhibitions, seminars, lectures etc.



## Self-Study

Includes reading books, journals and articles, research through internet searches and digital information sources, online technical communities and discussion forums.

## Cycle of learning

Although it is absolutely fine to take up any CPD opportunities which come your way, it is good practice to follow the Cycle of Learning when you can:

- **Plan** CPD activities which can help you develop your career and fill gaps in your professional knowledge.
- **Do** the CPD activity, bearing in mind all the options detailed in our TWAVES list.
- **Record** your CPD using the IET's Career Manager system or via your preferred method.
- **Review** whether the CPD activity met your needs: if it did you can now plan your next activity, if it didn't, plan more CPD in the same area of work.





# Logging your CPD

Recording your CPD has never been easier. Our online Professional Development planning and recording tool helps you to record your experience, plan your development and review your progress throughout your career.

Visit [theiet.org/career-manager](https://theiet.org/career-manager) to log in or create a Career Manager account.

## How we encourage CPD

We understand the importance of CPD and have therefore made the following mandatory for IET Members and those working towards professional registration.

- The requirement for members to undertake and record CPD is written into our Rules of Conduct.
- Professionally registered members are required to undertake and record CPD under the Engineering Council's CPD Code.
- In keeping with the Engineering Council's wishes, we have introduced the monitoring of professionally active members' CPD records and have been monitoring a random sample of members' CPD records since 2017.

## CPD Requirements

Professionally active members should aim to undertake a minimum of 30 CPD hours per calendar year. This could be split between personal technical knowledge and skills, job specific technical knowledge and skills and personal soft skills.

If you are selected to have your CPD reviewed, we will consider the following factors:

- Whether or not you have included a CPD plan ("Planning Report") and if your CPD relates to it
- Whether or not you have achieved the recommended 30 hours of CPD for the year in question
- Whether or not you have included CPD across a range of the TWAVES categories
- Whether or not you have included a mix of soft and technical skills
- Whether or not you have linked your CPD to UK-SPEC competences
- Whether or not you have included a brief reflection statement detailing how you benefited from your CPD activities

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