

How to make the most of your

# Continuing Professional Development



# What is CPD?

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

It covers both general career development and also refers to the specific development activity undertaken after professional registration which allow professionally registered members to maintain and enhance the competences demonstrated at the time they achieved professional registration.

CPD is how you keep up to date with current practice; it drives you to improve your skills and progress into new roles, and helps keep you employable throughout your working life.

## WHAT IS THE IET'S POLICY ON CPD?

IET members have a professional obligation to undertake CPD as detailed in the IET Rules of Conduct:

**“Members shall keep their knowledge and skills up-to-date through planned professional development and seek to broaden and deepen that knowledge throughout their working life. Members shall keep adequate records of professional development undertaken. Members shall also encourage persons working under their supervision to do the same.”**

Professionally registered members (CEng, IEng, EngTech or ICTech) must also follow the Engineering Council's CPD Code.

In keeping with the Engineering Council's wishes, the IET have introduced monitoring of professionally active members' CPD records. We have been monitoring a random sample of members' CPD records since 2017.

“Being so intuitive and easy to use, there is little effort involved in recording all my CPD activities. I find it really useful to be able to reflect on how it went, and jot my thoughts straight into the tool, immediately after the CPD event - five minutes, and it's done!

David Parr CEng MIET

RECORD

DO

PLAN

TRAINING COURSES

# CPD – what do I need to do?

## 1 GET STARTED

Make a start on recording your CPD hours on our online platform, Career Manager. Simply log on using your existing MyIET account or by creating a new log in. For CPD inspiration, you can visit our website [www.theiet.org/cpd](http://www.theiet.org/cpd) or go to our blog on Engineering Communities [communities.theiet.org](http://communities.theiet.org).

## 2 UNDERSTAND CPD REQUIREMENTS

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

However, there is no particular required distribution of hours and it is always a judgment call for the individual to take in the context of their work situation. The benefit of undertaking CPD is consolidated when you reflect on what the CPD activity has achieved and the IET's CPD policy therefore requires members to record a paragraph of 'Reflection' in their CPD record and this is provided for in Career Manager.

Whilst members are encouraged to undertake a mix of technical and soft skills CPD and a range of different

types of activities each year, this will of course change as careers progress, particularly in the balance between managerial and technical elements.

Semi-retired or partially-active members have a reduced target of 10 hours. Members who are no longer professionally active need not undertake any CPD. This may be through retirement (without volunteering), unemployment, employment in a non-engineering capacity, parental leave, long term illness etc. However, we strongly recommend recording CPD to those members who plan to be professionally active within the engineering field in the near future as this would help them become employed within that field again.

The IET's CPD policy encourages members to make the most of relevant opportunities as they arise, but it is also good practice to review your development needs regularly and plan CPD activities to fill any gaps or enhance existing competences; for that reason it is recommended that members include at least 10 hours of planned CPD each year. The familiar routine of Plan, Do, Record and Review should be applied to the planned element of your CPD.



## THE PROFESSIONAL DEVELOPMENT CYCLE

The final component of the CPD process is the self-declaration of your own CPD activity for the previous year, you will be invited to compile this during the first quarter of the year. Full instructions will be provided on Career Manager and on [www.theiet.org/career-manager](http://www.theiet.org/career-manager)

Feedback is provided to members on their CPD records after review by the IET volunteer CPD advisors. Only a sample of CPD records are reviewed by CPD advisors.

**For more information visit our website [www.theiet.org/cpd](http://www.theiet.org/cpd) to access the IET's CPD Policy and CPD Guide which provides easy to follow steps to planning, doing, recording and reviewing your CPD.**

# CPD – what types of activities count?

The IET recognises our members work in a wide range of roles, sectors and circumstances and that you are best placed to decide what CPD is appropriate for you.

Look out for the CPD logo and hour icons shown in this brochure - they will be used across a range of high quality knowledge resources from the IET that can help contribute towards your on-going professional development.



**REMEMBER TWAVES!**

**THE IET'S CPD POLICY IS NOT LIMITED TO IET PRODUCTS, WE ACCEPT CPD ACTIVITY FROM ANY SOURCE ALTHOUGH THE IET ITSELF PROVIDES A WIDE RANGE OF PRODUCTS TO ASSIST YOU WITH YOUR CPD. THESE MAY INCLUDE:**

## TRAINING

Includes soft skills and technical courses, e-learning, distance learning, webinar training sessions, bidding and tendering, in-company courses, etc.

## WORK EXPERIENCE

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



3

CPD HOURS

### LIFESKILLS WORKSHOPS

Covering a range of soft skills topics, free to attend and held in the evenings throughout UK local networks.

[www.theiet.org/lifeskills](http://www.theiet.org/lifeskills)

1

CPD HOUR

### ENGINEERING & TECHNOLOGY WEBINARS

Helping you stay abreast of the latest technology developments.



CPD

### WORK-BASED LEARNING

Learning is not just about training courses, but also drawing on the knowledge of colleagues or undertaking independent research relating to work projects.

### PROFESSIONAL SKILLS COURSES

Including Mentor training, Essentials of Management, Negotiation skills, Communication, Contract Law, Technical Report Writing, PRINCE2 and more.

[www.theiet.org/pd-courses](http://www.theiet.org/pd-courses)

## ACADEMIC STUDY

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



CPD

### ACADEMIC STUDY

Whether you are studying full time, part time or via distance learning, the IET recognises your study as important to your career development.

## VOLUNTEERING

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



35

CPD HOURS  
AVERAGE PER  
YEAR

### IET MENTOR

Provide guidance and encouragement to members wishing to achieve professional registration or develop in their career.

21

CPD HOURS  
AVERAGE PER  
YEAR

### IET ACHIEVEMENT AWARDS PANEL MEMBER

Considering and making recommendations for the IET Achievement Awards.

### IET VOLUNTEERS

The IET provides a broad range of volunteering opportunities meaning that there is an activity to suit all levels of skills and experience.

[www.theiet.org/volunteers](http://www.theiet.org/volunteers)

## EVENTS AND SEMINARS

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



14

AVERAGE  
1-14 CPD  
HOURS

### IET.TV

Watch live or archived events, research seminars or presentations featuring industry experts via the Internet. You can even ask questions during live streaming. [www.theiet.org/tv](http://www.theiet.org/tv)

### OVER 1,200 LEADING CONFERENCES, SEMINARS AND LECTURES EACH YEAR

Held globally covering aspects of engineering and technology. [www.theiet.org/events](http://www.theiet.org/events)

## SELF STUDY

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



CPD

### IET LIBRARY

The IET library has a large catalogue of books and journals. Available digitally or hard copy. [www.theiet.org/library](http://www.theiet.org/library)

### E&T MAGAZINE

One of the IET's most valued membership benefits, E&T Magazine helps keep engineers at the leading edge of their discipline. [www.EandTmagazine.com](http://www.EandTmagazine.com)

### IET KNOWLEDGE PACKS

A flexible way to access the IET Digital Library, which holds over 190,000 technical documents. Members are given ten free download credits a year.

[www.ietdl.org](http://www.ietdl.org)

# CPD – what records do I need to keep?

CPD records are an excellent way to demonstrate that your knowledge and skills are up-to-date. It doesn't have to be onerous to keep records – if you regularly record your CPD activities as you do them, it's a straightforward process. Career Manager includes enhanced CPD recording functionality, making it quick and simple to do.

**“My motivation for CPD comes from a desire to continuously learn and to keep up with modern technology and changes in engineering standards and practice. Every engineer has something new to learn from the outset of his or her career to retirement.”**

Andrew Dodd CEng FIET

## CPD Plan

Use IET Career Manager to set your CPD objectives and actions. Export a report of this information to MS Word or PDF.

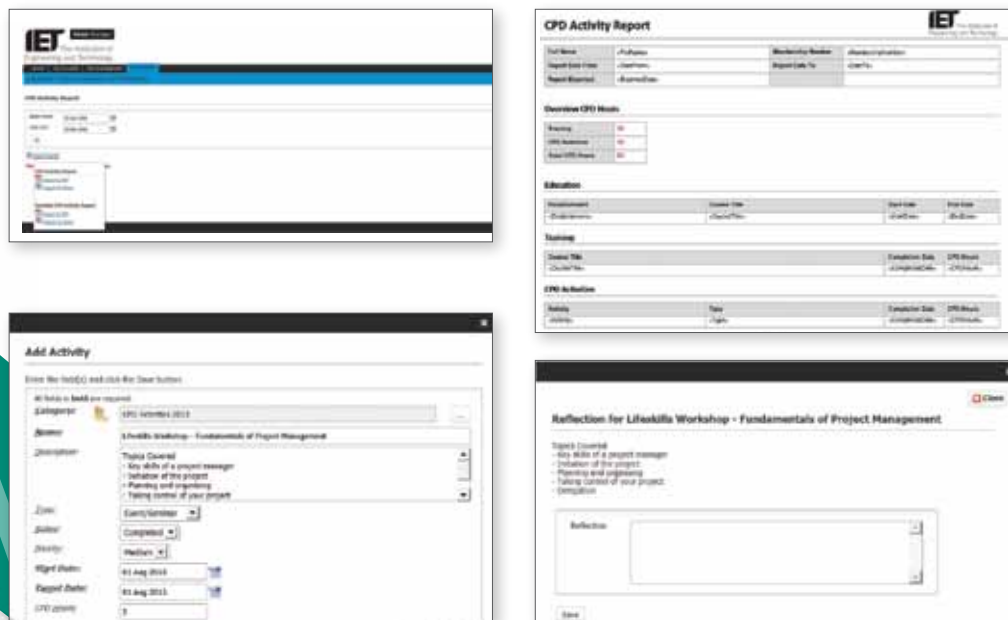


**“I’ve recently used the IET’s Career Manager system to try and get myself up to date; it’s a great way of storing your records and reviewing how much CPD you’re doing.”**

Richard Briars CEng FIET

## CPD Activity Report

Record your CPD activities online and extract a high level or detailed report of all your CPD activities within a selected time period. You can use this to demonstrate your CPD for the IET's CPD Monitoring Scheme as well as to your employer, colleagues and clients.



## Reflection

Reflection is an integral part of the CPD process. If you are listing an activity on your CPD record as being part of your Professional Development, it makes sense to record HOW the activity has contributed. We do not expect lengthy reflective statements, but you should at least try to show your thought process.

Remember, if you can find nothing to reflect upon regarding an activity, you may wish to consider if it was worth listing as part of your CPD.

## Support and resources

Help with your CPD is at hand, whenever you need it.

### CPD

Visit our website for details of our CPD Policy including frequently asked questions and our Guide to CPD [www.theiet.org/cpd](http://www.theiet.org/cpd)

For enquiries please email: [cpd@theiet.org](mailto:cpd@theiet.org)  
or telephone: +44(0)1438 767302

### IET Career Manager

Access IET Career Manager [www.theiet.org/career-manager](http://www.theiet.org/career-manager)

From this web page you can also access the IET Career Manager Quick Guides and Online Training Webinars.

For enquiries please email: [career-manager@theiet.org](mailto:career-manager@theiet.org)  
or telephone: +44(0)1438 767356

### IET Communities

Join our Professional Development online community [www.theiet.org/pd-community](http://www.theiet.org/pd-community) to access news, resources, discussion forum, blog posts including tips and “how-to” guides, events, case studies and to network with other IET members.

### Professional Development Courses

For a full list of the Professional Development courses we offer including professional skills, lifeskills and CMI diplomas, visit [www.theiet.org/pd-courses](http://www.theiet.org/pd-courses)

## IET Offices

### London

Savoy Place  
2 Savoy Place  
London  
WC2R 0BL  
United Kingdom  
[www.theiet.org](http://www.theiet.org)

### Stevenage

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[www.theiet.org.cn](http://www.theiet.org.cn)

### Hong Kong

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**E:** [india@theiet.in](mailto:india@theiet.in)  
[www.theiet.in](http://www.theiet.in)

### New Jersey

379 Thornall Street  
Edison NJ 08837  
USA  
**T:** +1 (732) 321 5575  
**F:** +1 (732) 321 5702

## IET Venues

### IET London: Savoy Place

London  
**T:** +44 (0)207 344 5479  
[www.savoyplace.london](http://www.savoyplace.london)

### IET Birmingham: Austin Court

Birmingham  
**T:** +44 (0)121 600 7500  
[www.ietvenues.co.uk/austincourt](http://www.ietvenues.co.uk/austincourt)

### IET Glasgow: Teacher Building

Glasgow  
**T:** +44 (0)141 566 1871  
[www.ietvenues.co.uk/teacherbuilding](http://www.ietvenues.co.uk/teacherbuilding)



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