

Volunteer Briefing: Continuing Professional Development policy

Summary

Continuing Professional Development (CPD), as the name suggests, is with us all throughout our career. The IET have introduced a new policy surrounding CPD which will mainly affect professionally active members.

What is it?

In October 2013, the Engineering Council announced an aspiration that by January 2017 all Professional Engineering Institutions will have introduced a policy of annual random reviewing of professionally active registrants' CPD returns for the previous year. The IET's Board of Trustees have agreed that we should meet this aspiration, extending it as a benefit to all professionally active members.

The key messages for members are as follows:

1. From 2017 we will randomly review a percentage of members' CPD records. These records will be reviewed by our team of volunteer CPD Advisors who will comment upon (amongst other things):
 - The link between CPD activities and the CPD planning report
 - The variety of activities undertaken
 - The link to UK-SPEC requirements
2. We recommend a minimum of 30 hours CPD for professionally active members and PRA volunteers (we do not use the term 'CPD points') and 10 hours CPD for retired and other members not currently professionally active.
3. Members who are unable to undertake CPD and are chosen for monitoring just need to let us know their circumstances to be considered exempt. We would like to reassure members that we are not looking to remove professional registration or membership from those who struggle to complete the recommended level of CPD. We will work with such members, pointing out the wide range of activities which can count towards CPD and the IET resources available to them (such as E&T magazine, IET courses and IET.tv) and look to improve things in future years.
4. We would like members to use the IET's Career Manager to record activities, but will provide guidance for those who are using a different system.
5. When attending training or events, members don't need to provide evidence of their attendance in the form of CPD certificates. The reflection statement of what was gained / learned as a result of that activity is sufficient. Please note, if any of your event or training advertising states that requesting a CPD certificate is required as evidence, please amend accordingly; however if you usually provide certificates for your events, it is perfectly acceptable to continue to do so.
6. Maintenance and development of professional knowledge has been written into the Rules of Conduct for over 40 years; the only change is the monitoring of some records.

Why should this be of interest to communities?

As an ambassador of the IET talking to fellow or prospective members, communities volunteers should be fully up to speed on the change of policy to spread the word and answer any queries should they arise.

What can I do to help?

Ensure you are fully aware of the change of policy by using the resources available to you.

What resources are available?

CPD Brochure

This brochure explains the fundamentals of CPD and their importance as well as giving ideas of what activities count towards CPD hours.

CPD Website

The website lists a number of FAQ's and explains the processes of recording CPD hours and reflection. www.theiet.org/cpd

CPD Video

Available on IET.tv, this [video](#) clearly explains the importance of CPD along with ideas of what activities counts towards CPD hours.

CPD pop-up banner

To display at your events. These banners highlight to members that their attendance counts towards their CPD.

How can I receive these?

Download all the resources from this post or you can order the booklet though the [Marketing Toolkit](#).

Briefing last updated	June 2018
Briefing next review	June 2019