



TRAINING COURSES
WORK EXPERIENCE
ACADEMIC
VOLUNTEERING
EVENTS
SELF STUDY

**IT'S
TIME...**

...TO STEP UP

YOUR CONTINUING PROFESSIONAL DEVELOPMENT

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.

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 also encourage persons working under their supervision to do the same.”

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

The Engineering Council aspire for all Professional Engineering Institutions to introduce monitoring of members’ CPD records by January 2017.

The IET has introduced a CPD Monitoring Scheme, supported by CPD recording functionality in IET Career Manager (our online competence management tool), for TMIETs, MIETs and Fellows to help you meet and demonstrate your CPD commitments.

www.engc.org.uk/cpd



CPD – WHAT DO I NEED TO DO?

1 JOIN THE SCHEME

The IET CPD Monitoring Scheme is voluntary so to be part of it you need to opt-in. The scheme is open to all TMIETs, MIETs and Fellows. To join, please send an email to cpd@theiet.org with Opt-in to CPD Monitoring Scheme in the subject line and include your name and membership number in the message.

2 UNDERSTAND THE SCHEME REQUIREMENTS

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 CPD Scheme 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.

A reduced target of 10 hours CPD per year is in place for retired members and those on maternity leave, and we are happy to discuss other particular circumstances on a case by case basis.

Balance of technical / soft skills CPD

Personal technical knowledge / skills	10 HOURS
Job role technical knowledge / skills	10 HOURS
Personal soft skills	10 HOURS

Balance of planned / unplanned CPD

Planned CPD	AT LEAST 10 HOURS
Unplanned CPD	UP TO 20 HOURS

The IET CPD Scheme encourages the uptake of CPD as opportunities 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 Scheme 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/cpd

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

For more information visit our website 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.

SKILLS

OBJECTIVES
OUR CPD
CORD
YOUR LEARNING

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.

The IET's CPD scheme 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 ►

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

3
CPD HOURS

E&T WEBINARS

Helping you stay abreast of the latest technology developments.
EandTmagazine.com/webinars

1
CPD HOUR

WORK-BASED LEARNING

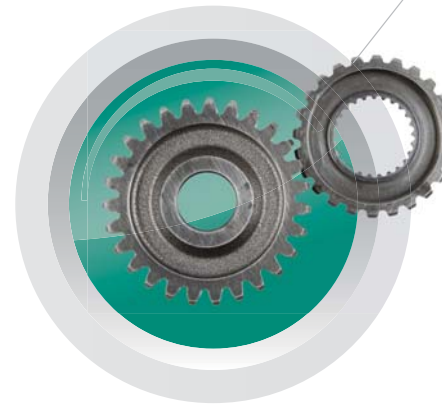
Learning is not just about training courses, but also drawing on the knowledge of colleagues or undertaking independent research relating to work projects.

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.

CPD



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.

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.

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

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.



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.

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

1

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

OVER 1,500 LEADING CONFERENCES, SEMINARS AND LECTURES EACH YEAR

Held globally covering aspects of engineering and technology.

www.theiet.org/events

14



EVENTS AND SEMINARS

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

CPD

IET LIBRARY

The IET library has a large catalogue of books and journals. Available digitally or hard copy.

www.theiet.org/library

CPD

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



SELF STUDY

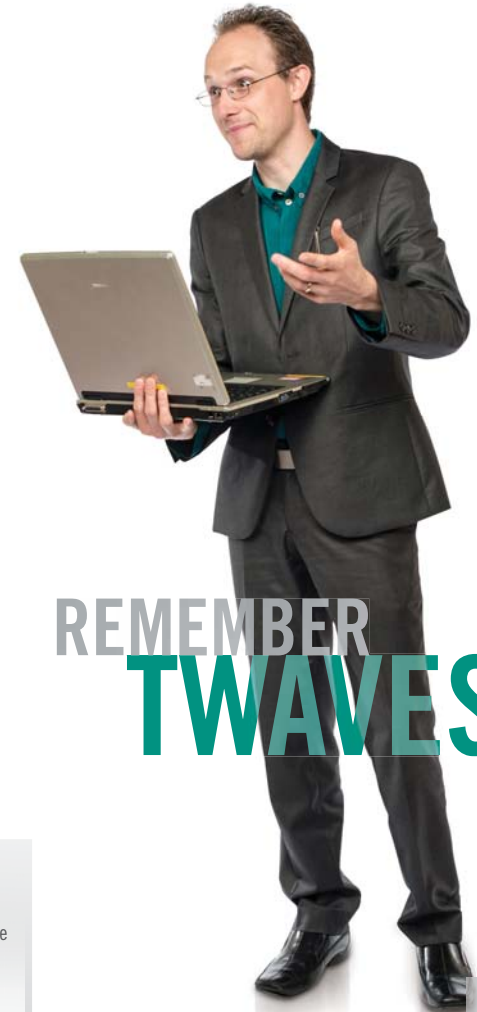
Includes reading books, journals and articles, research through internet searches and digital information sources, online technical communities and discussion forums.

IET KNOWLEDGE PACKS

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

www.ietdl.org

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!

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.

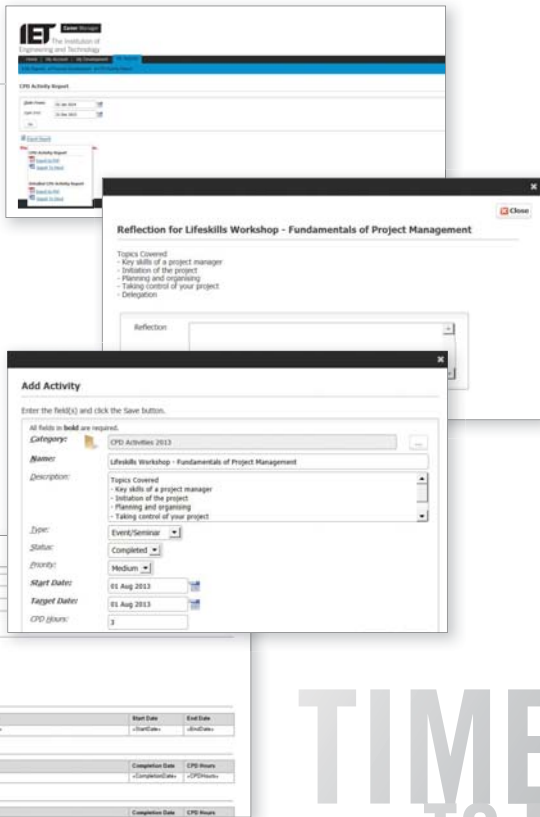
CPD ACTIVITY REPORT

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.

“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

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“ 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



TIME
TO MAKE
A DIFFERENCE TO
YOUR CAREER
www.theiet.org/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

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

IET Career Manager

Access IET Career Manager 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 or telephone: +44(0)1438 767356

MyCommunity

Join our online community IET Professional Development on MyCommunity 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.



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USA
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IET Venues

IET London: Savoy Place*

London
T: +44 (0) 207 344 5479
www.ietvenues.co.uk/savoyplace

IET Birmingham: Austin Court

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

IET Glasgow: Teacher Building

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

*Savoy Place will be closed for refurbishment from summer 2013 until autumn 2015. During this time IET's London home will be within the Institution of Mechanical Engineers building at:

1 Birdcage Walk
Westminster
London
SW1H 9JJ

If you are attending an event during this period, please check the venue details carefully.

www.theiet.org