Career Manager

Quick Guide

IET Accredited Scheme Candidates
IET Accredited Professional Development Schemes

Especially for IET accredited professional development schemes, Career Manager allows scheme candidates to join with their accredited scheme, and have their scheme attendance verified by a scheme manager via the scheme manager interface.

UK-SPEC and Job Profile Tools

- Assess competence against multiple Job Role frameworks;
- Store up to 28 archived competence assessments with verification comments;
- Two supporters may now verify competence assessments against UK-SPEC and job roles.

Scheme resources

The scheme functionality within Career Manager offers two main benefits:

- The ability for scheme candidates to create and affiliation with their scheme manager, whilst recording and verifying their inclusion on an IET accredited professional development scheme;
- A simple interface where a scheme manager can engage with candidates who are enrolled on their scheme, and view live development snapshots to oversee candidate development goals and progress.

Contact information

If you have any questions regarding the scheme functionality, you can contact the Career Manager team on 01438 767356 or e-mail career-manager@theiet.org

More information on Career Manager including FAQs can be found at www.theiet.org/career-manager

Logging into Career Manager

You can access Career Manager via the Membership tab of the IET website at www.theiet.org

You must be logged into the IET website to access Career Manager.
Professional Development Schemes

When you make a request to join a scheme, your designated scheme manager will receive a notification email. To manage these requests, the scheme manager will need to log into Career Manager and accept your request via their Scheme Manager tab.

You can access Professional Development Schemes functionality either from the ‘My Account’ tab:

Or from the IPD Quick Launch Tool:
Scheme Information

The Scheme Information is split into two sections:

- **Current IET Accredited Scheme** - link to your current IET accredited scheme and have your scheme attendance verified by a scheme manager. It is possible to backdate the ‘joined’ date, so if you are already part-way through an IET accredited scheme you can still record it and have it verified here. Once your request to join an accredited scheme in Career Manager has been accepted by your scheme manager, you or the scheme manager may end the scheme link at any time. Once a scheme link is ended, the information will transfer to your ‘Previous and Other Current Schemes’ automatically. Once this happens, it is not possible to edit or delete it from your Career Manager record, however if you join another IET Accredited Scheme you will be able to request to join that as a new IET Accredited Scheme in exactly the same way.

- **Previous and Other Current Schemes** - record details of any previous or current non accredited schemes here. It is not possible to add an acceptance date for these entries, as they cannot be verified by a scheme manager.

Search for Scheme

You should obtain your four-digit scheme number from your scheme manager.
If you have entered the correct scheme number, the relevant scheme details will appear. You can then enter the name of your mentor (if you have one) and amend the date you joined the scheme if necessary:

When you click ‘join’ your scheme information will be added to your IET Accredited Scheme table. Your scheme manager will receive a notification that you wish to join the scheme, and they will then have to log into the Scheme Manager interface to accept or decline your request. The acceptance date will be populated once your scheme manager has accepted you onto the scheme.

Comments

Should you wish to send your scheme manager a comment regarding your scheme entry, you can do this via the Comments link in the table. Select the ‘Notify Scheme’ tick box so that a notification is sent via e-mail too.
Ending your affiliation with the Scheme

Should you wish to end your affiliation with the scheme at any time, you can do this by selecting the ‘End’ link.

If you were accepted onto the scheme at any point, ending the scheme link will automatically remove the scheme information from the Current IET Accredited Scheme table and drop it down into the Previous and Other Current Schemes table. It is not then possible to remove this from your record.

You will be given the option to add comments as to why you are ending your affiliation with the scheme. Comments will be sent to the scheme manager by e-mail.

The IET would suggest that best practice would be to end your affiliation once you have achieved professional registration, as this is the natural point at which your inclusion on the scheme would usually end. This also helps to keep your employer updated by notifying the scheme manager that you have achieved professional registration.

A scheme manager and/or the IET may also end your affiliation with a scheme at any time, however it is mandatory requirement to add comments as to why the affiliation is being ended.

My Reports

Personal Details Summary (CV)

This report includes the general details that you would expect to have on your CV, and can be exported into MS Word, or as a pdf.

IPD Summary

The IPD Summary report can be exported in PDF format and provides a live overview of your development, including your assessment against your desired UK-SPEC framework and your development objectives and actions. The report header provides your Name, Intended Registration, IET Membership Number, Job Title, e-mail address, and the date the report was exported.

CPD Activity Report

Once you have selected the date range that you would like to report your CPD on, you will initially be able to view the results on screen. You will then have the option to export a choice of two reports, in either MS Word or pdf format. The first report is your CPD Activity Report which is ideal for appraisals, providing a basic overview of your completed CPD Activities grouped by Activity type, and a total CPD hours summary for the chosen period. The second, Detailed CPD Activity Report, is useful for progress reviews and includes full descriptions of the activities and any reflection you have recorded.