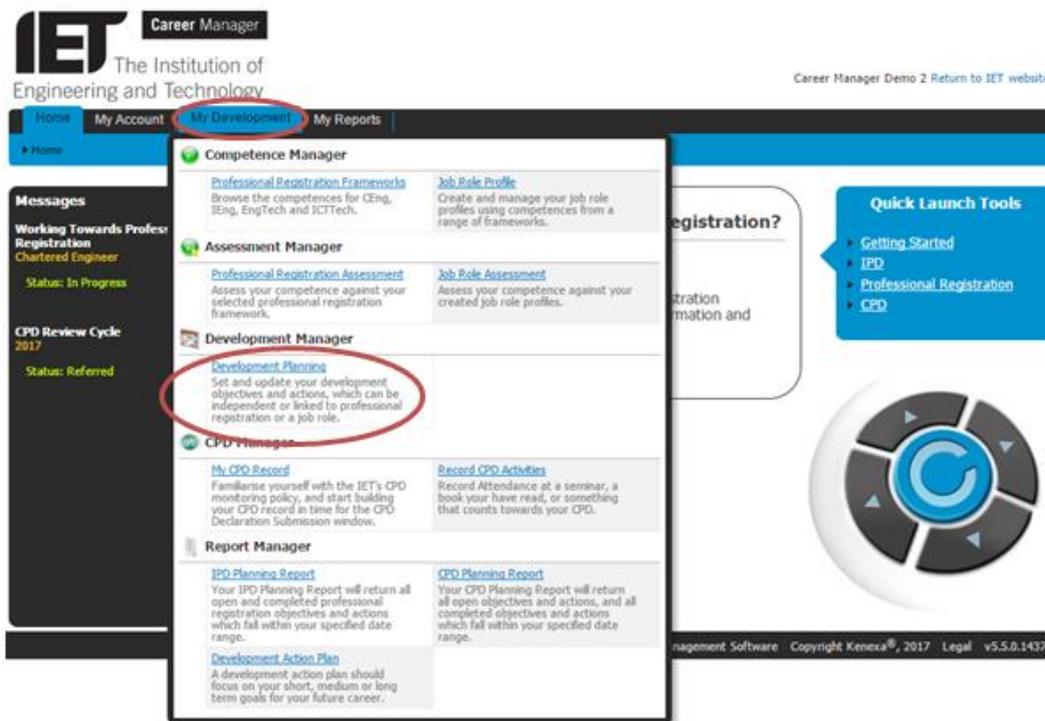


Career Manager

# Quick Guide

# Setting UK-SPEC Objectives and Actions

- From the homepage, navigate to the 'My Development' menu; select 'Development Planning'



### What is Development Planning?

Here you can set and update your development objectives and actions, which can be independent or links to Professional Registration. (See further guidance for Job Role Objectives)

- This is an overview of your 'In Progress' development objectives and actions.  
\*If this is your first time on this page, your overview will be blank until you set objectives.

Home | My Account | **My Development** | My Reports

► My Development ► Development Manager ► Development Planning

Set and update your development objectives and actions, which can be independent or linked to professional registration or a job role.

<b>Development Overview</b>	<b>Development Overview</b>
Development Planning	An overview of your 'In Progress' development objectives and actions is shown below. To edit and update your objectives, go to <a href="#">Development Planning</a> .
Development Reporting	<b>UK-SPEC Objectives</b>
	There are no Objectives or Actions to display.
	<b>Job Role Objectives</b>
	There are no Objectives or Actions to display.
	<b>CPD Planning - Set Objectives &amp; Actions</b>

- Navigate to 'Development Planning' to begin setting your Objectives and Actions.

# UK-SPEC Objectives

To set objectives against the UK-SPEC competence, you **must** first complete a Professional Registration Competence Assessment. A [tutorial video](#), as well as a [quick guide](#) is available on how to complete a **Competence Assessment** which we recommend you look at if you haven't already.

Use this functionality to create objectives and actions and link them to your professional registration competence assessment. This will enable you to structure your development and identify what you need to do to reach your desired level of competence for professional registration.

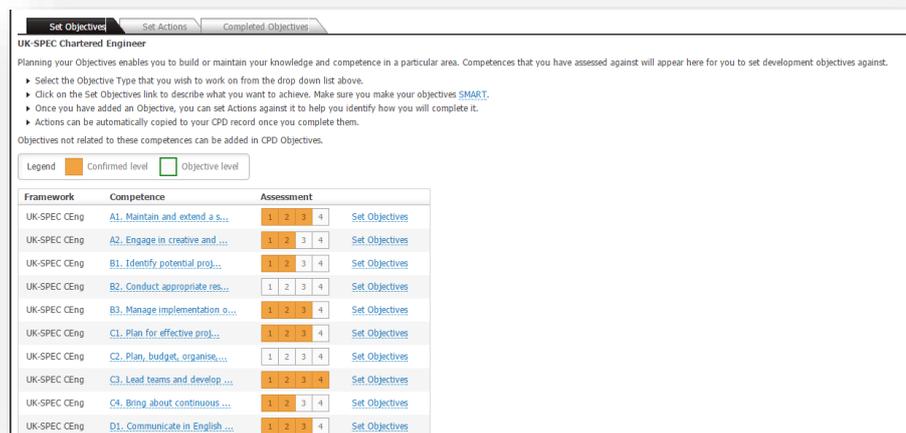
## How do I set my Objectives and Actions?

1. Select the **'My Development'** tab and select **'Development Planning'** under the Development Manager section.
2. This will display three tabs along the left hand side. Select **'Development Planning'** to take you to the **'Development Objectives & Actions'** page.
3. You should ensure you choose your objective type as UK-SPEC using the drop down list



*TIP: Only assessed competences will show for you to set objectives and actions against. You do not need to have your assessment verified in order for you to add objectives against your competences.*

4. You will notice your self-assessed levels will be displayed in orange, your objective levels will be in white. You can select **'Set Objectives'** and create an objective for any level.



5. Once you have selected **'Set Objectives'** you can enter the information required into the box, this will create your objective.

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6. Once you have entered your desired objectives you can add actions by selecting the **'Set Actions'** tab.

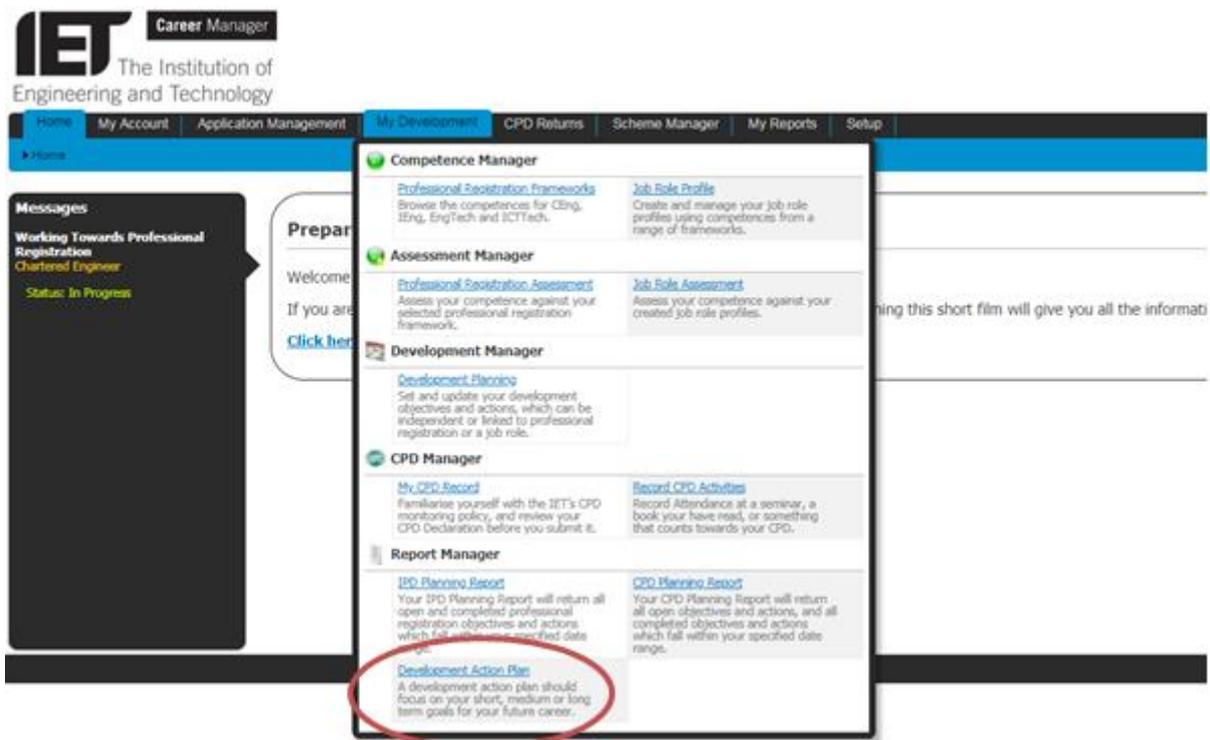
**TIP:** You can add as many actions to your objectives as you need.

7. Once you have added your actions against your objectives, you can view them at a quick glance in the **'Development Overview'** tab.

## Creating a Development Action Plan

Your Development Action Plan is not a record of past development – this will be evidenced in your application; this is a plan for the future with short and long term goals and how you are going to achieve them.

1. After setting your UK-SPEC Objectives & Actions detailed in above, you will find that your future targeted actions will have been collated in the form of a Development Action Plan.
2. This is a mandatory requirement for those applying for IEng and CEng, but optional if you are applying for EngTech or ICTTech. To export a copy of this to add to your application, go to the 'My Development' tab and then 'Development Action Plan'



3. You should choose to export a copy of all active objectives as this pulls through all your forward planning.

Home My Account Application Management **My Development** CPD Returns Scheme Manager My Reports Setup

My Development Report Manager Development Action Plan

A development action plan should focus on your short, medium or long term goals for your future career.

### Development Action Plan

Here you can export a summary of your objectives and actions, and decided whether you wish to include only Action Objectives, or all Objectives.

- Export To Word
- Export active objectives
- Export all objectives

	Framework	Competence	Current Level	Objective ID
TEST	UK-SPEC CEng	A1. Maintain and extend a s...	3	4
Reach 4	UK-SPEC CEng	A1. Maintain and extend a s...	3	4
Reach 4 again	UK-SPEC CEng	A1. Maintain and extend a s...	3	4
TEST	UK-SPEC CEng	A1. Maintain and extend a s...	3	4
TEST 1	UK-SPEC CEng	B2. Conduct appropriate res...	1	3

4. This can then be uploaded in the supporting document of your registration checklist:

Preview Draft Professional Registration Application

Legend  Mandatory  Optional  Completed

Checklist	Display in Application	Complete
<a href="#">1. Personal Information</a>		<input checked="" type="checkbox"/>
<a href="#">2. Education</a>	All	<input checked="" type="checkbox"/>
<a href="#">3. Employment</a>	All	<input checked="" type="checkbox"/>
<a href="#">4. Professional Development Scheme</a>		<input checked="" type="checkbox"/>
<a href="#">5. Professional Services, Papers &amp; Presentations</a>	All	<input type="checkbox"/>
<a href="#">6. Training</a>	All	<input checked="" type="checkbox"/>
<a href="#">7. Professional Registration Advisor (PRA)</a>		<input checked="" type="checkbox"/>
<a href="#">8. Supporting Document</a>		
Accountability diagram		<input checked="" type="checkbox"/>
Further or higher education certificate(s) - see guidance (above)		<input type="checkbox"/>
Development action plan		<input checked="" type="checkbox"/>
Verified Assessment Summary		<input type="checkbox"/>

Save