

Career Manager

Quick Guide

Planning CPD on Career Manager

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Last Updated: February 2019

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Career Manager

Apply to become professionally registered and keep up with your Continuing Professional Development (CPD) using our skills development and recording tool.

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With Career Manager you can:

- set career goals and plan the steps you need to achieve them
- build an impressive master CV
- identify areas where you need to focus
- apply to [become professionally registered](#)

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Career Manager

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[Go to Career Manager](#)

With Career Manager you can:

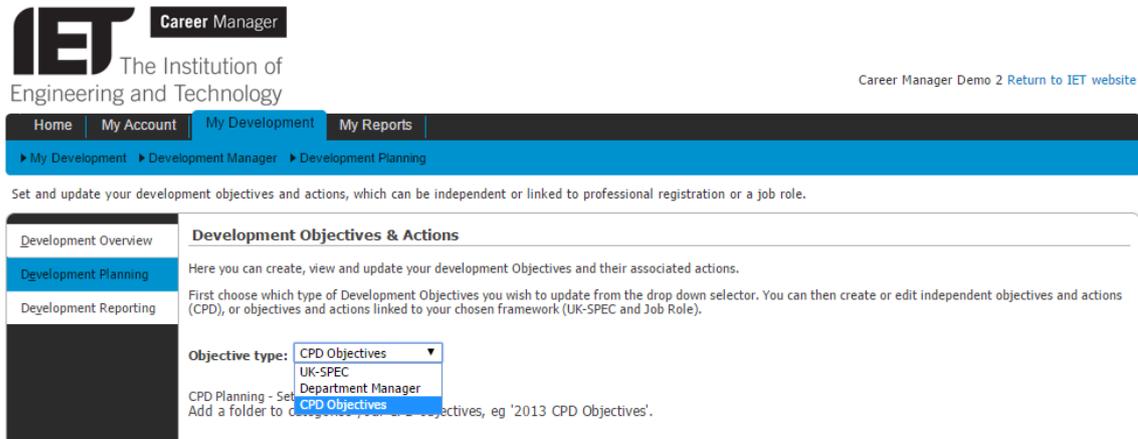
- set career goals and plan the steps you need to achieve them
- build an impressive master CV
- identify areas where you need to focus
- apply to [become professionally registered](#)
- export and share your development reports
- record your CPD.

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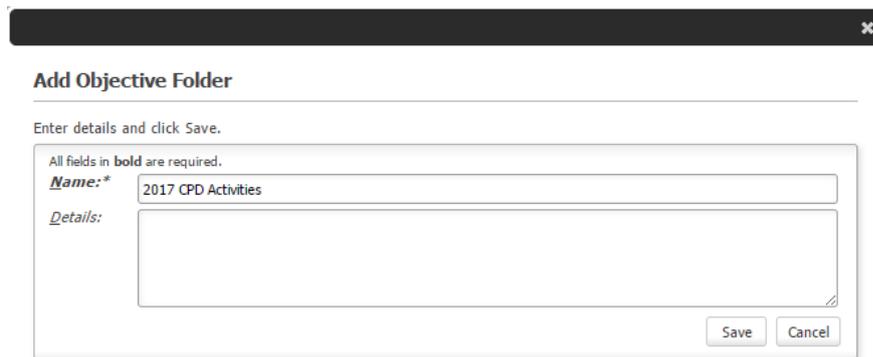
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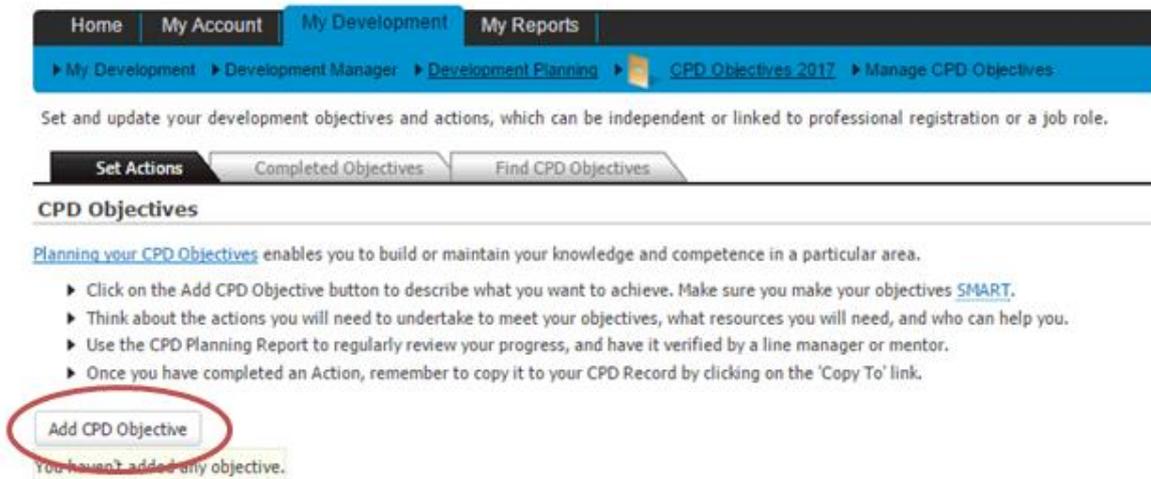
1. 'Objective Type' for CPD Planning select 'CPD Objectives'



2. Add a folder to categorise your CPD objectives e.g. '2019 CPD Objectives'



3. Select the folder name to open and select 'Add CPD Objective' to begin setting your objectives.



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4. **TIP:** you will be notified when your 'Target Date' is reached.

TIP: Typically, Objectives should be overarching broad things that you want to achieve.

4. Once you've set your objective, select '**Add Action**' to record the action(s) you plan to achieve in order to complete the objective.

TIP: You can add as many Actions as you require, simply continue repeating this step.

The screenshot shows a web interface for adding CPD objectives. At the top, there is a button labeled 'Add CPD Objective'. Below it is a 'Legend' section with a blue icon and the text 'Copied to CPD'. The main part of the interface is a table with the following columns: Objective Name, Start Date, Target Date, Completion Date, Priority, and Status. The table contains one row for 'Demo Objective' with a start date of '02 May 2017' and a target date of '16 May 2017'. The priority is 'Medium' and the status is 'In Progress'. To the right of the table, there are two buttons: 'Add Action' (circled in red) and 'Remove'.

5. Once your action(s) are completed ensure you add a **Reflection** statement for each one. Your completed actions can be copied to your CPD Activities, therefore it is important to record the knowledge and skills you have gained and developed from your CPD.

The screenshot shows the same web interface as above, but now with an action added to the objective. The main table still shows 'Demo Objective'. Below it, a sub-table is visible with the following columns: Action, Type, Status, Priority, Start Date, Target Date, Completion Date, and Reflection. The sub-table contains one row for 'Demo Action' with a type of 'Self Study' and a status of 'In Progress'. The priority is 'Medium', the start date is '02 May 2017', and the target date is '16 May 2017'. The 'Reflection' column in the sub-table is circled in red. To the right of the sub-table, there are two buttons: 'Edit' and 'Remove'.

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Creating a CPD Planning Report

1. From the Quick Launch Tool > CPD link, select 'Manage my CPD Planning Report' you can select the dates in which you wish to report to and from. This will create your report from the timeframes you have specified.

CPD

▶ **What would you like to do?**

- ▶ [Record my CPD Activities](#)
- ▶ [Record my Training Courses](#)
- ▶ [Record my Academic Qualifications](#)
- ▶ [CPD Planning - Set Objectives & Actions](#)
- ▶ [Manage my CPD Planning Report](#)
- ▶ [View my CPD Activity Report](#)
- ▶ [Submit my annual CPD Declaration](#)

CPD Monitoring Scheme

During the review year of 2019 we will be reviewing a sample of member's CPD activities which took place in 2018. For more information on the CPD policy please visit <https://www.theiet.org/career/professional-development/continuing-professional-development/policy-on-cpd/>

TIP: To help you gain the full potential of the CPD functionality in Career Manager, why not watch our free CPD online tutorial video? <https://tv.theiet.org/?videoid=11566>

If you have any questions regarding CPD please e-mail cpd@theiet.org or call +44 01438 767302

Quick Launch Tools

- ▶ [Getting Started](#)
- ▶ [IPD](#)
- ▶ [Professional Registration](#)
- ▶ [CPD](#)



1. If you choose to share your report, you can add your verifier details and generate a guest ticket. This will provide your verifier with one-time access to your report to provide feedback.

Continuing Professional Development (CPD) Planning Report

Create your report by specifying a date range. Once you are happy with your report, you can then complete it and have it verified by your line manager or mentor by sending them a guest ticket. You can also set periodic reminders to help you align your reports within company appraisal processes.

You are able to archive up to 28 verified reports here.

Active Archived

Create Report

Legend Email not sent

Name	Type	Date From	Date To	Reminder Date	Status				
2016 q1	CPD	01 Jan 2016	31 Mar 2016		Completed	View Report	Add Verifier	Archive	Remove

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2. Click **'Create Report'**. You can give it a name and select a date range in which you can view your planned objectives:

3. You can **'view report'** to export a copy (word or pdf.)
Alternatively, select **'Complete Report'** should you wish to send a snapshot to your line manager/mentor etc:

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Name	Type	Date From	Date To	Reminder Date	Status		
CPD Planning Report	CPD	01 Jan 2018	31 Dec 2018		Active	View Report	Edit Complete Report Remove

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