Career Manager

Quick Guide

Recording CPD Activities
Quick Guide for recording CPD Activities

What is CPD?

Continuing Professional Development (CPD) is the process of developing and maintaining competence; a set of recognised skills needed to reliably perform the occupation of your choice.

What are the benefits of CPD?

CPD is the key to managing your career – it’s how you keep up-to-date with current practice, and it drives you to improve your skills and progress into new roles, and keeps you employable throughout your working life.

CPD will help you to:

• Achieve your goals efficiently;
• Keep pace with changing technology;
• Achieve recognition;
• Stay in the job market;
• Develop leadership skills and help to influence others;
• Provide evidence of competence when it is required;
• Demonstrate commitment to your profession.

How does CPD Monitoring work?

• As a guideline, members should aim to undertake a minimum of 30 CPD hours per year
• Members submit an annual declaration of CPD undertaken during the previous year;
• A sample of members are randomly selected to have their CPD records reviewed (by volunteer CPD Advisors) against the criteria of the IET’s guideline CPD requirement (detailed below);
• Generic statistics are available to all who submit their CPD declarations.

How can I record my CPD?

Structuring your CPD will help you achieve your career goals faster as it is likely to target your development needs more effectively. However, it is also important to take advantage of ad hoc CPD opportunities that come along too, as these can also be valuable.

All IET members have access to Career Manager, our online professional development planning and recording tool.
1. Visit and log-in to the IET website at [www.theiet.org/careermanager](http://www.theiet.org/careermanager) Career Manager can be accessed via the Career & Learning tab.
2. Selecting the CPD menu from the Quick Launch Tool to the right of the home page displays a list of various CPD options. Select > Record my CPD Activities to record your CPD activities against four of the six TWAVES categories:

- Work experience
- Volunteering
- Events and seminars
- Self-study

**TIP:** Training courses and Academic study should ideally be recorded in your personal profile as they would generally form part of your CV information. These areas can also be accessed from the CPD quick launch menu, and the information recorded for each of these categories will also be pulled through into your CPD Activity Reports.

3. To record a CPD activity, first create a folder to categorise your activities e.g. ‘CPD Activities 2019’.
4. Add your activities, recording the name, description, type, date together with the number of CPD hours for the activity.

**TIP:** If you are recording your activities retrospectively, you can select the status to ‘Completed’ and add your completion date.

**TIP:** Be sure to add your hours in the ‘CPD Hours’ box in order for them to be included in your total CPD Hours summary when it comes to declaring.

**TIP:** Determining CPD hours is subjective. You decide how many hours of learning you feel you gained from the activity, for example:

- **Duration:** 3 hours (how long it took you to read the journal)
- **CPD Hours:** 1 hour (a majority of the journal was information you already knew, however you gained some new information totalling 1 hour)

5. Once you have added a CPD Activity, it will display in the CPD Activities table.

**TIP:** Clicking on the Activity link will display a quick-look at the Activity description and creation date. Click again to hide.
6. If you need to edit a **completed** activity, you can set the status to 'In Progress' which will allow you to edit the activity.

7. Add a reflection statement for each activity. This is important to record the knowledge you have gained and the skills you have developed from your CPD activities. Consider these points:

- What did you learn?
- What went well?
- What could have been done differently?
- Did it meet your needs?
- How has it impacted the way you work?
- Are there any follow-up actions?
8. If you are doing several similar CPD Activities you can create a copy of a previously added activity simply by selecting the 'Copy' button, (for example Volunteering or PRA Sessions). You can remove any CPD Activities by returning it to the 'In Progress' status and then select the 'Remove' Button.

**CPD Reports**

CPD Activity reports can be accessed from the **My Reports** menu or from the CPD Quick Launch Tool:

1. Create your CPD Activity Report – you can create either a high level report or a more detailed report which includes all your reflection statements. Simply select the dates you want to report on and the type of report you want to create (Activity Report or Detailed Activity Report) and export to either MS Word or PDF.

2. Use your CPD Activity Reports for your own records and to demonstrate your CPD to your employer, colleagues and clients. This information can also help you to prepare for your appraisals, a Professional Registration, Membership or Fellowship application or a job interview. This report will also help demonstrate your compliance with the IET's CPD requirements. Further details about the CPD Monitoring Scheme can be found on our **CPD Policy page**.

To submit your CPD record, see guide “Submitting your CPD Declaration”. This can be on the ‘Learn how it works’ page of our website.

Should you have any questions please contact **cpd@theiet.org** or +44(0)1438 767302

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