

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 Career Manager can be accessed via the Career & Learning tab.

The screenshot shows the IET website header with navigation tabs: Membership & Registration, Career & Learning (selected), Intelligence & Research, Events, Get Involved, and Impact & Society. A search bar and 'Welcome Login' are also visible. On the left, a sidebar lists menu items: Professional development, Career Manager (selected), Learn how it works, Career Manager: FAQs, Career Manager video tutorials, Initial Professional Development, Mentoring, and Continuing Professional Development. The main content area shows the breadcrumb 'Career & Learning > Professional development > Career Manager' and the title 'Career Manager'. Below the title is the text: 'Apply to become professionally registered and keep up with your Continuing Professional Development (CPD) using our skills development and recording tool.' A red circle highlights the text 'You must be logged in to see this content', where 'logged in' is underlined. Below this, it says 'With Career Manager you can:' followed by a bulleted list: 'set career goals and plan the steps you need to achieve them', 'build an impressive master CV', 'identify areas where you need to focus', and 'apply to become professionally registered'.

And then 'Go to Career Manager':

The screenshot shows the IET logo and tagline 'The Institution of Engineering and Technology' on the left, and navigation links 'About us', 'Media Hub', and 'Contact us' on the right. The header navigation is the same as in the previous screenshot. The sidebar is also the same. The main content area shows the breadcrumb 'Career & Learning > Professional development > Career Manager' and the title 'Career Manager'. Below the title is the text: 'Apply to become professionally registered and keep up with your Continuing Professional Development (CPD) using our skills development and recording tool.' A red circle highlights a purple button labeled 'Go to Career Manager'. Below this, it says 'With Career Manager you can:' followed by a bulleted list: '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', and 'record your CPD.'

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.

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 2018 we will be reviewing a sample of member's CPD activities which took place in 2017. For more information on the CPD policy please visit www.theiet.org/membership/career/cpd/policy

TIP: To help you gain the full potential of the CPD functionality in Career Manager, why not view our free CPD online training webinar? www.theiet.org/cm-training

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



3. To record a CPD activity, first create a folder to categorise your activities e.g. 'CPD Activities 2019'.

My Development > CPD Manager > My CPD Record

Familiarise yourself with the IET's CPD monitoring policy, and review your CPD Declaration before you submit it.

Status	CPD Activities
CPD Activities	NOTE: Your CPD Objectives can now be found under <i>My Development > Development Planning</i>
CPD Declarations	Add a folder to categorise your CPD Activities, eg '2013 CPD Activities'.
CPD Supporting Documents	You can record CPD activities against four of the six categories of CPD here. Training and Academic CPD activities should be recorded under My Account>Personal Details as they may also be relevant on your CV.
CPD Dashboard	The Tutorial videos contain useful tips and simple step by step instructions on how to make the best use of the Career Manager CPD recording functionality.

Add Folder

Folder name	Details	# of Activities		
CPD Activities 2016		10	Calendar	Edit
CPD Activities 2017		10	Calendar	Edit
CPD Activities 2018		16	Calendar	Edit
Declaration for 2019		4	Calendar	Edit

- 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

Add CPD Activity

Enter details and click Save.

All fields in **bold** are required.

Folder:*

CPD Activity Title:*

Description:

Type:

Status:

Priority:

Start Date:*

CPD Hours:

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)

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

▶ My Development ▶ CPD Manager ▶ My CPD Record ▶ CPD Activities 2018 ▶ Manage CPD Activities

Familiarise yourself with the IET's CPD monitoring policy, and review your CPD Declaration before you submit it.

Manage CPD Activities
Find CPD Activities

CPD Activities

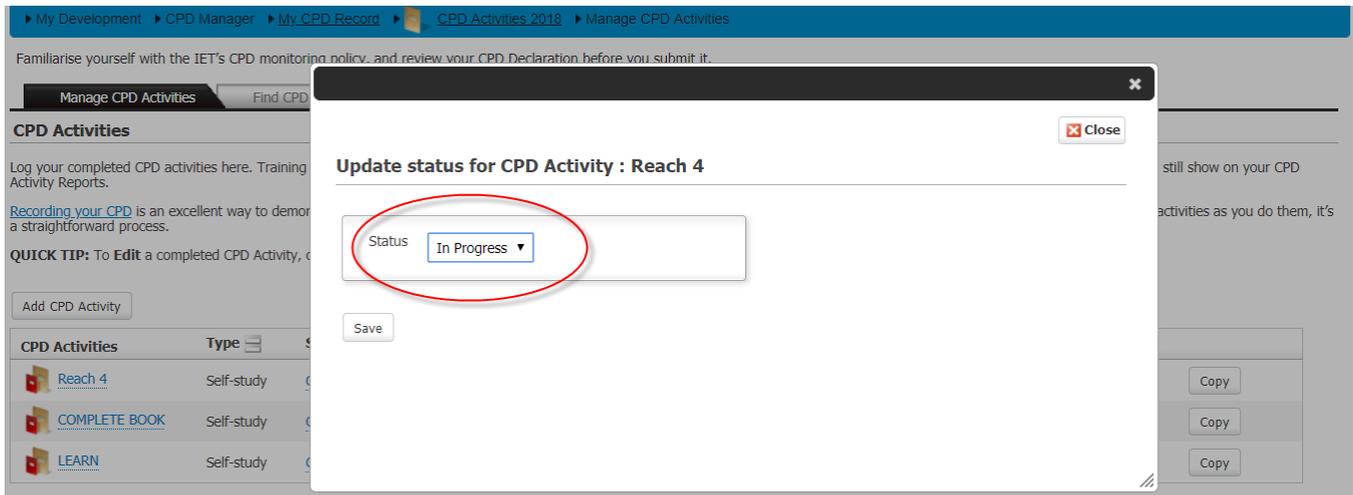
Log your completed CPD activities here. Training and Academic CPD activities should be recorded under *My Account > Personal Details* as they may also be relevant on your CV, but they will still show on your CPD Activity Reports.

[Recording your CPD](#) is an excellent way to demonstrate that your knowledge and skills are up-to-date. It doesn't have to be too onerous to keep records – if you regularly record your CPD activities as you do them, it's a straightforward process.

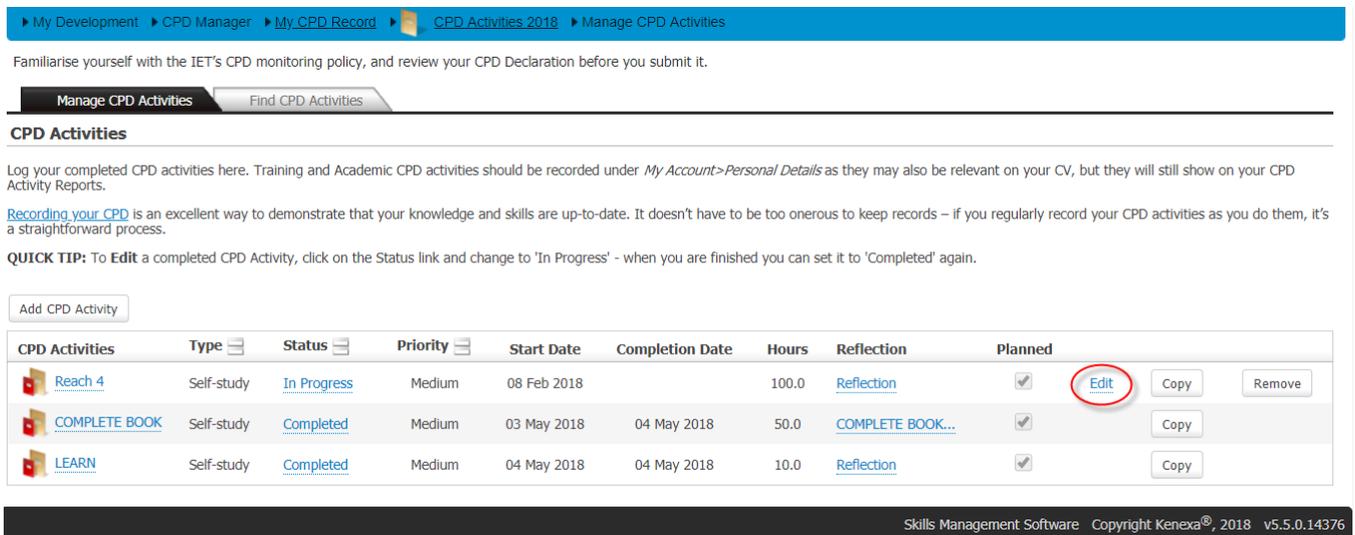
QUICK TIP: To **Edit** a completed CPD Activity, click on the Status link and change to 'In Progress' - when you are finished you can set it to 'Completed' again.

CPD Activities	Type	Status	Priority	Start Date	Completion Date	Hours	Reflection	Planned	
Reach 4	Self-study	Completed	Medium	08 Feb 2018	15 Feb 2018	100.0	Reflection	<input checked="" type="checkbox"/>	<input type="button" value="Copy"/>
COMPLETE BOOK	Self-study	Completed	Medium	03 May 2018	04 May 2018	50.0	COMPLETE BOOK...	<input checked="" type="checkbox"/>	<input type="button" value="Copy"/>
LEARN	Self-study	Completed	Medium	04 May 2018	04 May 2018	10.0	Reflection	<input checked="" type="checkbox"/>	<input type="button" value="Copy"/>

TIP: Clicking on the Activity link will display a quick-look at the Activity description and creation date. Click again to hide.



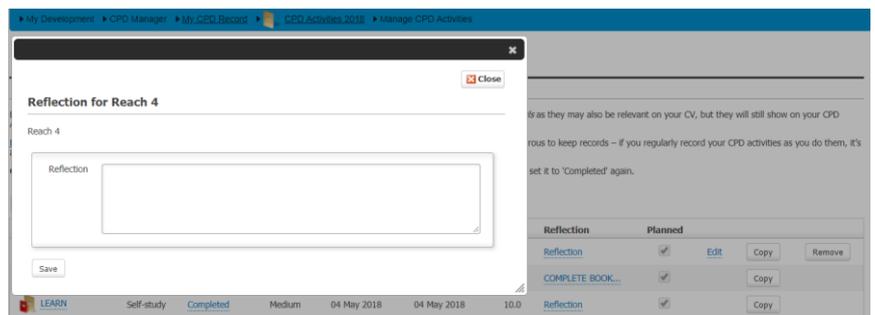
6. If you need to edit a **completed** activity, you can set the status to 'In Progress' which will allow you to edit the activity.



*Remember to change the status back once you have completed the editing.

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:

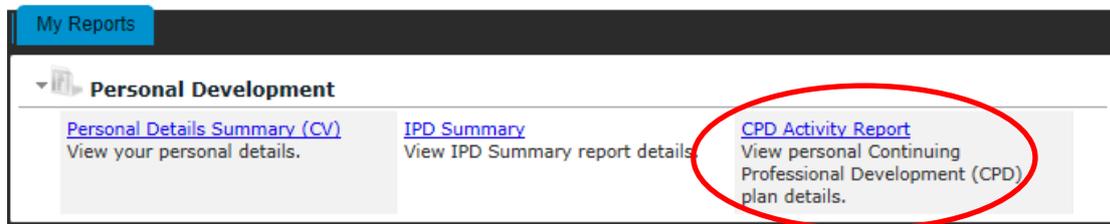
- What did you learn?
- What went well?
- What could have been done differently?
- Did it meet your needs?
- How has it impacted the way you work?
- Are there any follow-up actions?



- 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:



CPD

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CPD Monitoring Scheme

During the review year of 2019 we will be review took place in 2018. For more information on the <https://www.theiet.org/career/professional-development/policy-on-cpd/>

TIP: To help you gain the full potential of the CP watch our free CPD online tutorial video? <https://www.theiet.org/career/professional-development/policy-on-cpd/>

If you have any questions regarding CPD please **767302**

IET Career Manager
The Institution of Engineering and Technology

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

My Reports > Personal Development > CPD Activity Report

CPD Activity Report

All fields in bold are required.

Date From: 01 Jan 2013

Date End: 31 Dec 2015

Go

Export Report

Overview of CPD Hours

Activity Type	Total Hours
Work experience	15.0
Volunteering	0.0
Event/Seminar	14.5
Self-study	5.0
Training	9.0
Totals	43.5

Education

Establishment	Course Title	Start Date	End Date	Classification
University Name	MSc in Engineering	03 Sep 2012	30 Jun 2013	2:1

Training

Course Title	Completion Date	CPD Hours
Training Course	03 Feb 2015	6.0
Microsoft Office Packages	01 Jul 2013	3.0

CPD Activities

Activity	Type	CPD Hours	Completion Date
Volunteer Induction Day	Event/Seminar	7.0	19 Jun 2015
RSGB Centenary Conventary Convention	Event/Seminar	1.5	19 Jun 2015
IET Skills Summit	Event/Seminar	6.0	08 Aug 2013

- 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.
- 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