Career Manager
Quick Guide

Submitting your
CPD Declaration
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.
2. Select ‘CPD’ from the Quick Launch Tool located on the right hand side of Career Manager home page. And select ‘Submit my annual CPD Declaration’

Note: If you have not been recording your CPD activities as you have undertaken them, please refer to the ‘Quick Guide for Recording CPD activities’ prior to submitting your CPD Declaration.

3. Select ‘Start CPD Review’ to view the CPD Return Checklist. This will then inform you of the CPD monitoring scheme.

4. Progress through the checklist and ensure you complete it as thoroughly as possible. There are five mandatory items which you need to complete which are highlighted in Amber down the left side of the checklist.
CPD Reports – The system will generate your Detailed CPD Activity Report and CPD Planning Report for the timeframe for the year under review. For example, if the year under Review is 2017, the report will detail your completed CPD activities from 1st Jan 2017 to 31st Dec 2017 and any planned CPD activities. Please refer to the information under ‘Supporting Documents’ below related to uploading any equivalent CPD records you have.

You will need to ‘acknowledge’ that your reports are up to date and you wish to include them as part of your CPD declaration.
**Employment Status** - Detail your employment status of the review year; please select your employment status.

**Please note** - *if you do not consider yourself to be professionally active within the review period, please leave the box unchecked and provide details in the comments box.*

**Employment History** – Completing this section will give the assessors a clear view of how the learning you have undertaken is put into context. Please fill out your employment history and add your responsibilities and personal achievements; if you have completed the Employment section on your Career Manager CV (personal details) they will be automatically completed from there.

**Academic Study** - You can provide the details of your academic study undertaken. Please note that you do not record hours against your academic study; however this will still appear in your reports if you have undertaken formal qualifications within the review timeframe.

**Total CPD Hours** – Provides you with an overview of the total amount of hours you have accumulated through the timeframe. This will be broken down by category; you can edit your CPD activities and Training courses through the links available.

**Compliance Statement** - Choose whether you feel you have or have not met the requirements of the CPD policy.
If you select ‘have not met’, you will need to enter some comments in the box available and provide a reason. If you have been out of employment during the review period, you can enter the dates that you stopped/started.

**Supporting Documents** - You are not required to upload any supporting documents if you record your CPD on Career Manager. If you do however wish to upload equivalent records, you can do this by clicking the ‘Supporting Document’ link in the declaration checklist:
Once completed, please submit your CPD Return to the IET.

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