

# Career Manager Quick Guide

## Submitting your CPD Declaration

All IET members have access to Career Manager, our online professional development planning and recording tool.

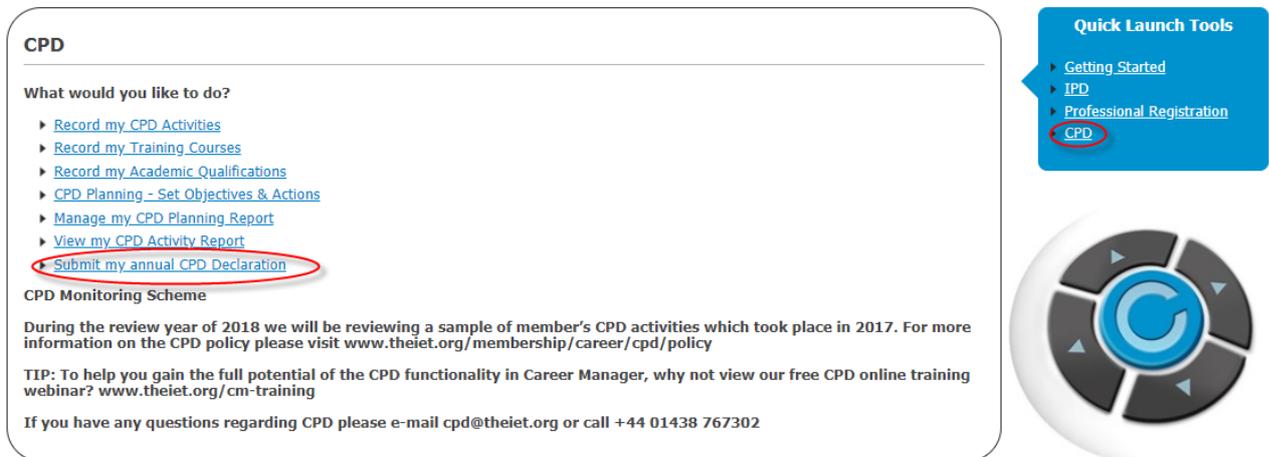
1. Visit and log-in to the IET website at [www.theiet.org/careermanager](http://www.theiet.org/careermanager) Career Manager can be accessed via the Career & Learning tab.

The screenshot shows the IET website header with a search bar and navigation tabs: Membership & Registration, Career & Learning (selected), Intelligence & Research, Events, Get Involved, and Impact & Society. A left sidebar lists menu items: Professional development, Career Manager (highlighted), 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 a description: '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'.

And then ‘Go to Career Manager’:

The screenshot shows the IET website header with the IET logo and navigation tabs: Membership & Registration, Career & Learning (selected), Intelligence & Research, Events, Get Involved, and Impact & Society. A left sidebar lists menu items: Professional development, Career Manager (highlighted), 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 a description: '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 link 'Go to Career Manager'.

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'



**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**

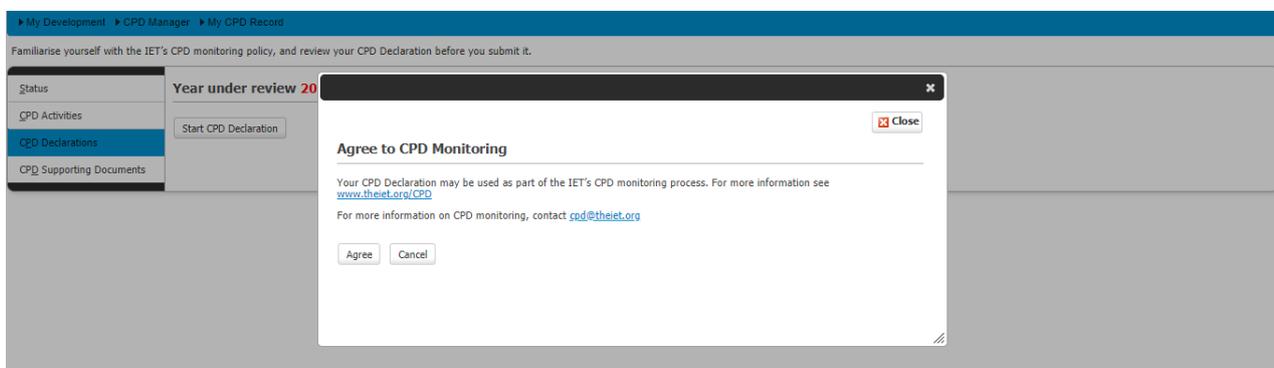
During the review year of 2018 we will be reviewing a sample of member's CPD activities which took place in 2017. For more information on the CPD policy please visit [www.theiet.org/membership/career/cpd/policy](http://www.theiet.org/membership/career/cpd/policy)

**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](http://www.theiet.org/cm-training)

If you have any questions regarding CPD please e-mail [cpd@theiet.org](mailto:cpd@theiet.org) or call +44 01438 767302

*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.



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 Declarations  
CPD Supporting Documents

Year under review 20

Start CPD Declaration

**Agree to CPD Monitoring**

Your CPD Declaration may be used as part of the IET's CPD monitoring process. For more information see [www.theiet.org/cpd](http://www.theiet.org/cpd)

For more information on CPD monitoring, contact [cpd@theiet.org](mailto:cpd@theiet.org)

Agree Cancel

Close

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

Legend ■ Mandatory  Optional  Completed

Checklist	Display in Application	Complete
<a href="#">1. CPD Monitoring</a>		<input checked="" type="checkbox"/>
<a href="#">2. CPD Reports</a>		<input checked="" type="checkbox"/>
<a href="#">3. Employment Status</a>		<input checked="" type="checkbox"/>
<a href="#">4. Employment History</a>	All <input type="text"/>	<input type="checkbox"/>
<a href="#">5. Academic Study</a>	All <input type="text"/>	<input type="checkbox"/>
<a href="#">6. Total CPD Hours</a>		<input checked="" type="checkbox"/>
<a href="#">7. Compliance Statement</a>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <a href="#">8. Supporting Documents</a>		
Equivalent CPD Planning Report		<input type="checkbox"/>
Equivalent CPD Activity Report		<input type="checkbox"/>
CV/Career History		<input type="checkbox"/>

Save

**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

Legend ■ Mandatory  Optional  Completed

Checklist	Display in Application	Complete
<a href="#">1. CPD Monitoring</a>		<input checked="" type="checkbox"/>
<a href="#">2. CPD Reports</a>		<input checked="" type="checkbox"/>
<a href="#">3. Employment Status</a>		<input checked="" type="checkbox"/>
<a href="#">4. Employment History</a>	All <input type="text"/>	<input type="checkbox"/>
<a href="#">5. Academic Study</a>	All <input type="text"/>	<input type="checkbox"/>
<a href="#">6. Total CPD Hours</a>		<input checked="" type="checkbox"/>
<a href="#">7. Compliance Statement</a>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <a href="#">8. Supporting Documents</a>		
Equivalent CPD Planning Report		<input type="checkbox"/>
Equivalent CPD Activity Report		<input type="checkbox"/>
CV/Career History		<input type="checkbox"/>

Save

**CPD Reports** Close

Please check your Career Manager CPD Reports and confirm that you are happy to include them as part of your CPD Declaration. Please note these reports will only include items that have a completion date during the year under review. If for any reason it is not possible for you to include these reports, please contact us on 01438 767302 or at cpd@theiet.org to discuss your situation.

[View Reports](#)

I acknowledge that the above reports are up to date, and I am happy to include them as part of my CPD Declaration.

**Employment Status** - Detail your employment status of the review year; please select your employment status.

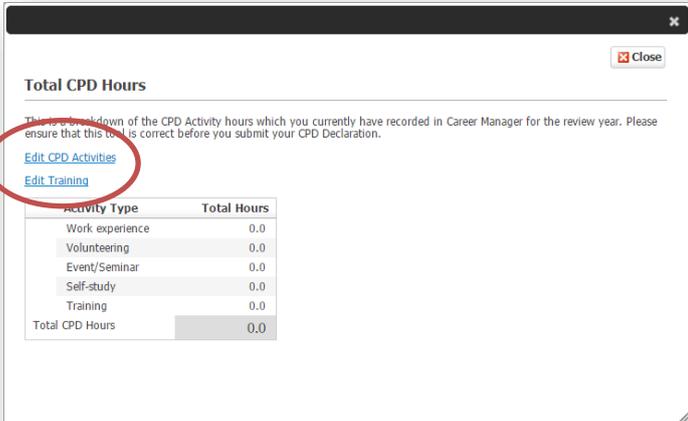
**Please note** - *if you do not consider yourself to be professionally active within the review period*, please leave the box unchecked and provide details in the comments box.

**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.



**Total CPD Hours** Close

This is a breakdown of the CPD Activity hours which you currently have recorded in Career Manager for the review year. Please ensure that this total is correct before you submit your CPD Declaration.

[Edit CPD Activities](#)

[Edit Training](#)

Activity Type	Total Hours
Work experience	0.0
Volunteering	0.0
Event/Seminar	0.0
Self-study	0.0
Training	0.0
<b>Total CPD Hours</b>	<b>0.0</b>

**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:

[View Draft CPD Declaration Summary](#)

Legend  Mandatory  Optional  Completed

Checklist	Display in Application	Complete
<a href="#">1. CPD Monitoring</a>		<input checked="" type="checkbox"/>
<a href="#">2. CPD Reports</a>		<input checked="" type="checkbox"/>
<a href="#">3. Employment Status</a>		<input checked="" type="checkbox"/>
<a href="#">4. Employment History</a>	All ▼	<input checked="" type="checkbox"/>
<a href="#">5. Academic Study</a>	All ▼	<input type="checkbox"/>
<a href="#">6. Total CPD Hours</a>		<input checked="" type="checkbox"/>
<a href="#">7. Compliance Statement</a>		<input checked="" type="checkbox"/>
8. Supporting Documents		
Equivalent CPD Planning Report		<input type="checkbox"/>
Equivalent CPD Activity Report		<input type="checkbox"/>
CV/Career History		<input type="checkbox"/>

Save

Submit CPD Declaration

[View Draft CPD Declaration Summary](#)

Legend  Mandatory  Optional  Completed

### CPD Supporting Documents

Please upload your documents (less than 0.5 MB) in one of the following file extensions:  
.doc .pdf .docx .png .jpeg .jpg .gif

You may only upload one document for each supporting document type requested e.g. If you have more than one page to upload, these need to be scanned together and saved in a single document. Multiple documents uploaded separately will not be included in your CPD Declaration.

For further information on the requirements for all the supporting document types detailed below, please read the [Supporting Documents guidance](#) webpage.

**File to upload:**

1. Equivalent CPD Planning Report
2. Equivalent CPD Activity Report
3. CV/Career History

Upload File

This report has not returned any data.

Close

Once completed, please **submit** your CPD Return to the IET.

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

