

IET Communities Volunteer Briefing: CPD Hours for Communities events

Promotion of Continuing Professional Development (CPD) hours is now available for most IET Communities events. This briefing explains how you can promote CPD hours for your events.

What is CPD?

CPD is the process of developing and maintaining personal competence; a set of recognised skills needed to reliably perform an occupation. It's how an individual keeps up-to-date with current practice; it drives the individual to improve their skills and progress into new roles and keeps the individual employable throughout their working life. [Under the IET policy](#), individuals can undertake CPD through the following activities.

- Training courses
- Work experience
- Academic study
- Volunteering
- Events and seminars
- Self-study

Why should CPD matter to IET Communities volunteers?

First you should be recording all your hours of volunteering as they count towards your CPD. However, you should also be aware that delegates who attend your events will be keen to show that they have developed their professional knowledge and skills whilst attending, and will want to record the event in their own CPD records. Making this clear when promoting your events is advised, and could also boost attendance. Communities volunteers and event delegates should be encouraged to sign up to Career Manager. More information can be found [here](#).

As a volunteer, what can I do to show my events have CPD hours?

If you volunteer for a Local Network, the event calendar web form provides the option of having the CPD hours logo shown on the IET Event Calendar. You can also add CPD as a 'reason to attend' onto your Event Calendar entry.

If your Local Network runs full day conferences or half day seminars then you can also request a CPD badge that refers to specific hours. Please speak to your Community Event Producer about this or if you are unsure who this is just email the Communities team.

If you are a Technical Network volunteer, most of your events will be uploaded onto the Events Calendar by the staff team. For one day seminars and half day briefings your staff support will be placing CPD badges on the relevant web pages with the hours recorded, in line with other IET technical events.

Are there any limitations to the CPD scheme?

Yes. CPD hours should not be awarded for activities which are purely social.

How can delegates record their CPD?

It's important to remember that it is up to every individual to determine and record their own CPD hours and the [IET's on-line Career Manager tool](#) (members only) is an ideal way to do this. If your delegates would like to receive attendance certificates as

evidence, then before the event you should [download copies of the attendance certificate which can be found in the Events Basics webpage](#). Make sure you print enough to hand out after your event and remember to tell delegates at the start of the event that certificates are available. The certificates will be blank so you or the delegate will need to write their name, the date and title of the event. These certificates (which are not required as proof under the IET CPD Monitoring Scheme) will also have a generic CPD logo as it is not possible for them to have specific hours.

For most TPN events, this will be managed by staff but you should check with your Community Event Producer before the event to find out whether attendance certificates will be available.

Any questions?

Full details about the IET's CPD policy [are available on the IET website](#) and are summarised in the downloadable CPD brochure.

If you have any further questions please contact your staff support or email the Communities team on communities@theiet.org

Have you got something to say on this subject? Would you like to connect with other IET Communities volunteers? Then go to the IET Volunteers Community on www.theiet.org/vc

You can view the latest version of this briefing on www.theiet.org/running-events

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