

# CPD Policy

## Principles

Continuing professional development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life. The objectives of CPD are related to maintaining and improving work performance; enhancing career prospects; increasing the capacity for learning; encouraging participation in and commitment to, lifelong learning; and being adaptable to, and prepared for, changes in industry.

CPD is an essential element of any profession. Failure to keep up-to-date with the advances in discipline, technology and changes in legislation could have significant repercussions for an individual practitioner, a company, a professional organisation and clients. It is therefore important that institutions are instrumental in ensuring that all their practitioners are constantly updating their skills and knowledge in line with industry developments.

CICES goes to great lengths to ensure that all applicants, members and those in the process of upgrading membership are competent to meet the academic and experience requirements for their current grade or the one for which they have applied. Meticulous attention to the CPD requirements of all members of the institution ensures that industry standards are maintained and individuals grow professionally. Members are required to maintain and enhance competence through the recording of CPD and support the learning and development of others.

## Policy

Members are required to maintain and develop their competence through CPD for themselves and other practitioners within the profession, and to ensure that their CPD is managed in such a way as to be credible to other interested parties and bring credit to the member. The CICES Rules of Professional Conduct underpin this, members shall:

- *2.3. take all practical steps to ensure that their professional competence is maintained throughout their working life by the knowledge and practice which currently pertains in the science and art of their primary specialism;*
- *2.4. in accordance with the Bye-laws, provide to the institution in the form currently prescribed, an account of their continuing professional development activities or their reasons for failing to comply with this requirement;*
- *2.5. whenever appropriate, encourage others to continue their learning and to undertake continuing professional development activities.*

The CICES definition of CPD is widely drawn and not prescriptive, so as to remain flexible enough to be relevant to all members at all career stages. It is therefore for individual members to choose an approach to CPD that will satisfy their own personal and professional needs and aspirations.

Learning through CPD should be planned, relate to specific objectives, and be reflective. Members are required to record their CPD activities and what they have learned from them, and relate these to any planned objectives. Whichever grade of membership you hold, you'll find that committing to CPD helps you to formulate and work to an effective career plan.

CICES recognises the importance of planning and reflecting on the CPD that is undertaken. The benefits of CPD can be considerably enhanced through a careful review of the activities undertaken and how they added value to your experience. A review of the reflections can assist in defining what CPD was most suitable and be used at the start of the next cycle by informing the next CPD plan.

A selection of CPD records is examined at the following grades: Graduate, Associate, Technical Member, Member, Fellow, Chartered Engineer, Incorporated Engineer and Engineering Technician.



## Typical CPD activities

In order to help you understand the full breadth of the CPD activities that CICES members may be involved with, the following (not exhaustive) checklist has been produced:

- Formal study leading to a qualification  
Any course of assessed study leading to a qualification that is relevant to your specialism and professional interest.
- Short training courses and workshops  
Courses and workshops that are aimed at raising your levels of skills and competence.
- Mentoring  
Mentoring and coaching others or receiving help from a mentor or coach.
- Teaching  
Part-time teaching (if your main job is not academic).
- In-company development  
This could include:
  - Training undertaken as part of an in-company development scheme.
  - Leading in-house training courses and seminars.
  - Promotion and appraisal (recognition will be given for career development within an organisation).
  - Specific projects which involve new interaction with other departments and functions.
- Development events  
These could include:
  - CPD events run by CICES regions.
  - Online learning and webinars.
  - Events run by other professional associations or voluntary organisations.
- Private study  
This could include:
  - Learning and developing new and existing job-related skills.
  - Reading manuals, books, website material and periodicals.
- Authorship  
Authorship of articles, periodicals and/or books on relevant subjects.
- Conferences and exhibitions  
Attendance at relevant conferences and exhibitions.
- Language training  
Training in a foreign language for employment or personal purposes.
- Contribution to the community  
This could include:
  - Involvement in CICES committees or volunteering for specific tasks (such as acting as an examiner).
  - Work-related involvement with other organisations (such as trade bodies).
  - Contributions to society (such as acting as a school governor, magistrate or charity volunteer).

## Retired members

CICES recognises that retired members may wish to retain their membership but not be formally active in the profession. For these members there will be no need to complete CPD. For clarity, CICES expect members who are claiming the retired rate for fees but are still undertaking professional work or a volunteer role in the profession to undertake and record their CPD. This will be subject to audit in the usual manner.