

# THE INSTITUTE OF MEASUREMENT AND CONTROL

PD 5.1

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## Continuing Professional Development (CPD) Policy

### Continuing Professional Development (CPD)

Continuing Professional Development (CPD) is the systematic acquisition of knowledge and the development of personal qualities, to maintain and enhance professional competence.<sup>1</sup>

#### Applicability of this policy

In accordance with the Byelaws and Regulations of the Institute of Measurement and Control (InstMC), this policy is applicable to all members (excluding Students and Affiliates):

#### Membership

- Fellow (FInstMC)
- Member (MInstMC)
- Associate

#### Registrations

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng)
- Engineering Technician (EngTech)
- Registered Functional Safety Engineer (RFSE)
- Registered Explosive Atmospheres Engineer (RExE)

#### General member CPD requirements

- InstMC expects all members to identify and undertake appropriate CPD and the responsibility for this lies with the member. The exact nature of the CPD undertaken should be based upon the individual member's circumstances, current membership grade and registration(s) held;
- members are expected to be familiar with and follow these general requirements plus any specific CPD requirements relevant to the membership grade and registration(s) that they hold;
- members are required to maintain appropriate and up-to-date records of their CPD activities and provide evidence of CPD when required, in accordance with the specific requirements of the membership grade and registration(s) held;
- where a member holds multiple registrations, the member should ensure that the CPD that they carry out achieves the required level of development in the skills and knowledge areas covered by all of their registrations;
- by maintaining their annual subscription for their membership and/or registration(s) the member is confirming they are professionally active (unless exemptions apply) and participating in relevant CPD for the membership and/or registration(s) held;
- failure to adhere to the CPD policy requirements will be treated as a breach of the InstMC CPD regulations and Byelaw 28 and action may be taken in such instances.

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<sup>1</sup> [EngC CPD Policy Statement \(Issue 3\)](#), 02/11/2022

## Extract from the Byelaws

28 (1) Members shall at all times so order their conduct as to uphold the reputation and standing of their profession and to safeguard the public interest in matters of safety and health and otherwise. They shall exercise their professional skill and judgement to the best of their ability and discharge their professional responsibilities. They shall maintain and develop their professional competence to the standard required by the Institute through recorded participation in Continuing Professional Development (CPD) programmes or through other means as the Board may from time to time approve.

(2) The Board shall make Regulations covering any allegations of improper conduct brought before it. Such Regulations shall include investigations, hearings, sanctions and appeals and shall be consistent with the prevailing principles of natural justice and with the Byelaws.<sup>2</sup>

## CPD requirements for Engineering Council registrations CEng, IEng and EngTech

1. These requirements are applicable for all members who hold CEng, IEng or EngTech registrations awarded by InstMC on behalf of the Engineering Council (EngC).
2. Members who are not professionally active, such as those who are retired, unemployed, on a career break or maternity/paternity leave and who do not undertake any work (paid or voluntary) related to or on behalf of the profession, may be exempt from these requirements. Those members who are notionally retired or not working but undertaking volunteering roles related to the profession are therefore considered as professionally active.

## CPD Requirements

3. Members should take ownership of their learning and development to determine their CPD needs and have a process for identifying and planning CPD activities based on their current and future needs, the outcome of previous CPD activities, and changes that occur in the cycle (*how do I know what I need/want to do for my CPD?*).
4. A CPD record should include the following:
  - Members should have a CPD plan, utilising a range of activity types, with a list of development objectives, each of which has:
    - a) a purpose (*why do I have this objective? And what do I want to achieve?*)
    - b) an associated set of activities that will be undertaken to achieve that objective, both planned activities and in response to unplanned opportunities that might have arisen (*what will I do to achieve this objective and how?*)
    - c) a measure of success, if relevant (*how will I know that I have achieved my objective?*);
  - members should reflect on CPD activities they have undertaken (*what have I learnt or achieved from doing this activity? and what does it mean for my next CPD plan?*);
  - members should evaluate their CPD activities against the objectives and measures of success they have set (*did I meet the objectives that I set myself?*);
  - members should review their learning and development plan regularly, following reflection and assessment of future needs (*what were the successes, would there be changes for the future?*).

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<sup>2</sup> [InstMC Rules of Conduct](#), 25/03/2021



It is recognised that at different stages of a member's career, the focus of their CPD is likely to change, but in all cases, learning should be reflective and relate to specific objectives, actively adding to knowledge and skills, but not dependent on time spent or points awarded.

### **CPD Activities**

5. CPD activities can take a variety of different forms and while the options below are not exhaustive, it may include a combination of the following:
  - Formal Learning: *courses, seminars, and technical meetings.*
  - Informal Learning: *on-the-job training, workshops, reading technical journals and books.*
  - Peer and Professional Interaction: *support the learning and development of others by mentoring and sharing professional expertise and knowledge, demonstrating technical applications, professional activities in the community, expert witness.*
  - Contributions to the Profession: *making and or delivering presentations, writing technical articles and papers.*
  - Volunteering: *contributing to InstMC activities.*
  - Developing wider Business Skills: *project planning and estimating, value management, financial planning, business regulations, charity law.*

### **Recording CPD**

6. Members are expected to keep record of their CPD planning and activities carried out, and upon request provide a copy to the InstMC to demonstrate that they have met the CPD requirements.
7. InstMC allows members to record and reflect upon their CPD activities in any format that best suits them, provided it contains the necessary detail, including evidence of reflection.

### **CPD Audit**

8. As a licenced Engineering Council Professional Engineering Institution, InstMC is required to carry out random sampling and assessment of members CPD records every year. InstMC will select a sample population from the applicable members (5%) each year and request them to submit their CPD record from the previous year or most recent employment appraisal year for review.
9. Rather than being a "policing" activity, the CPD sampling process is designed to encourage a culture in which members will naturally engage in CPD activities, taking ownership of their own learning and development.
10. InstMC considers exemptions on a case-by-case basis and a maximum of three (3) exemptions may be granted to members during the period of their total membership. An exemption is defined as exclusion from the random sample selection for three (3) years.
11. Any subsequent exemptions will be considered in exceptional circumstances and granted by the discretion of the Chief Executive and or the Board of Trustees.
12. Members who consider themselves to be professionally inactive are responsible for informing the Institute.
13. Members that provide a CPD record that meets the requirements will be excluded from the random sample selection for the next three (3) years.

### **Failure to adhere**

14. Members will receive a series of reminder communications both prior to and after the administrative deadline for submission in line with the CPD Audit and Assessment Procedures. Should a member persistently fail to engage with or refuse to provide a CPD record upon request, this will be treated as a breach of InstMC and Engineering Council Regulations and members will be regarded as CPD non-compliant.
15. In these circumstances, InstMC will follow the process set out in the CPD Non-Compliant Procedures and members will receive notice from the Chief Executive that should they continue to fail to comply with this request, they risk the loss of their professional registration and removal from the Engineering Council Register.
16. The outcomes of a CPD Audit are reported annually to the Engineering Council.

### **Further information regarding CPD**

17. Further information can be found on our [website](#).

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