CONTINUING PROFESSIONAL DEVELOPMENT POLICY STATEMENT

- Continuing Professional Development (CPD) is understood as the systematic acquisition of knowledge and skills and the development of personal qualities, to maintain and enhance professional competence.
- All active members (at all grades, including those members who are “retired but support InstMC activities”) of the Institute of Measurement and Control have an obligation to maintain their competence through CPD, and to support the learning of others.
- All Engineering Council registrants (at all levels, including those registrants who are “retired but support EC activities”) make a further commitment to record their CPD. This obligation underpins the value of the professional titles of Engineering Technician, Incorporated Engineer and Chartered Engineer, as well as serving society and enabling it to have confidence in the engineering profession.
- It is recognised that at different stages of an individual’s career, the focus of their CPD activities 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) to achieve the chosen target.
- CPD can take a variety of different forms: and while the options below are not exhaustive, may include a combination of the following:
  - **Formal Learning**: e.g. Courses, Seminars and Technical Meetings
  - **Informal Learning**: e.g. On-the-job training, Workshops, Reading Technical Journals/Books
  - **Peer and Professional Interaction**: e.g. Mentoring or being mentored, Demonstrating Technical Applications, Professional Activities in the Community, Expert Witness
  - **Contributions to the Profession**: e.g. Presenting Research Writing Technical Articles & Papers
  - **Volunteering**: e.g. Contributing to InstMC Activities
  - **Developing wider Business Skills**: e.g. Planning, Value Management, Financial Planning, Business Regulation, Charity Law
- It is the responsibility of individual members/registrants to determine their CPD needs, how to meet those requirements and the means used to maintain an appropriate record, but this must include “plan”, “list activities undertaken”, “Identify learning outcomes”, and “next steps”. One option available to Inst MC members is to use “MyCareerPath” - accessible via the Inst MC website
- On an annual basis, Inst MC will conduct a CPD survey, comprising a random selection of 5% of the current members/registrants who are required to provide details of the CPD activities undertaken in the previous 12 months. The results of the survey will be reported annually to Council, Trustees and EC.
- Those members/registrants who respond will be exempt from the random selection process for the next three years. Those members/registrants who do not respond will be included in the next annual survey.
- Rather than being a “policing” activity, the CPD sampling/reporting process is designed to encourage a culture in which members/registrants will naturally engage in CPD activities, taking ownership of their own learning and development. However, undertaking and recording CPD activities are a specific condition of maintaining professional registration and professionally active registrants who persistently* fail to respond to, or engage with requests to provide CPD records, risk removal from the Engineering Council Register.

*Note:

“persistently” is defined as a failure to respond to, or engage with requests to provide CPD records in three consecutive annual CPD surveys conducted by InstMC. Such an event is considered to be “Improper Professional Conduct” and the individual concerned will be reported to the Trustees for investigation under the provisions of the Rules of Conduct and Disciplinary Procedures.