



THE INSTITUTE OF
**MEASUREMENT
AND CONTROL**

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES

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WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT (CPD)?

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.

HOW DOES CPD AFFECT ME AND WHY IS IT NECESSARY?

- All “active” members of the InstMC have an obligation to maintain their professional competence by completing and recording CPD, and to support the learning of others.
- All EC registrants should take the necessary steps to maintain and enhance their competence through completing and recording CPD, and to support the learning of others.
- This obligation underpins the value of professional titles as well as serving society and enabling it to have confidence in the profession.
- It is strongly recommended that “retired” and non-active” members/registrants are able to demonstrate appropriate CPD.

Note:

“Active” includes members/registrants who are “retired, unemployed, on a career break or furloughed and are engaged in any activity that entails the application of engineering competence, whether paid or voluntary, e.g. providing informal mentoring, providing consultancy or advisory roles to charities and other organisations, or other professional interests, no matter how informally.

WHAT ARE THE BENEFITS OF CPD FOR MEMBERS AND REGISTRANTS?

CPD has several purposes, which will vary in relation to members' circumstances.

Typically the benefits of CPD include:

- Assurance of continuing competence in a current job.
- Preparation for a different role.
- Progressing along a longer-term career development plan.
- Enhancing professionalism in a wider context than a specific job role.

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.

WHAT ARE THE BENEFITS OF CPD FOR EMPLOYERS?

- Employers who invest in the support of CPD of their employees, typically have:
 - A better, more effective workforce with up-to-date knowledge and skills
 - A more engaged and happier workforce that feels rewarded for their work
 - Better employee retention because they feel invested in
 - A modern, skilled group of employees who can drive the business to success

- And for recruitment:
 - Clear evidence that potential employees have maintained, and are committed to maintaining, the currency of their knowledge and skills.

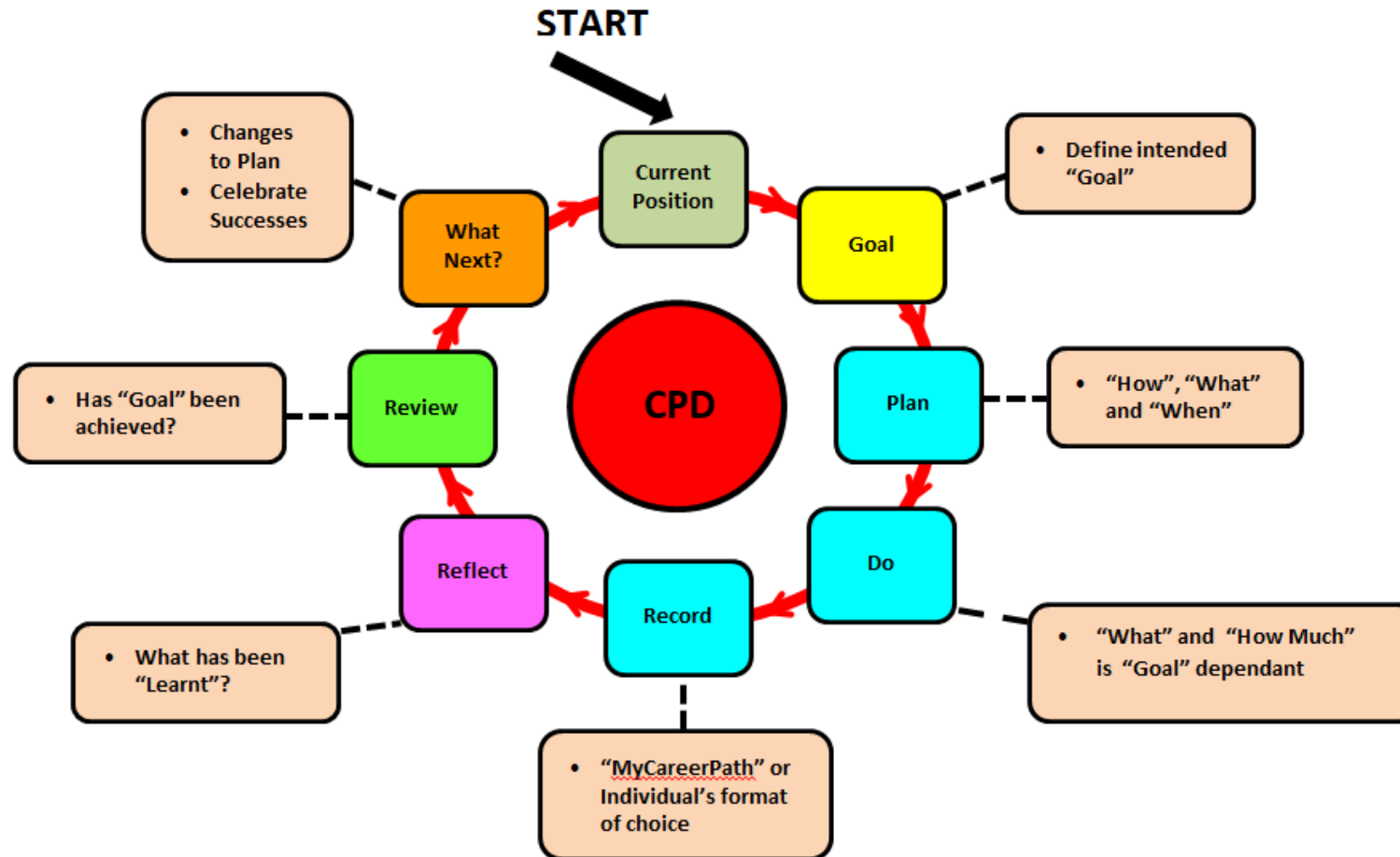
HOW CAN I MAINTAIN AND DEMONSTRATE MY PROFESSIONAL COMPETENCE?

- Members/Registrants are encouraged to develop and enhance their knowledge and skills by completing a variety of CPD activities and it will be up to each member/registrant to demonstrate the relevance of the activities completed.
- Individuals are encouraged to develop a structured approach to CPD but is not about ‘time spent or collecting points’.
- Instead, CPD requires a “target and reflective learning” approach, with each member/registrant determining their own CPD needs at each stage of their career, how to meet those requirements and the means used to maintain an appropriate record.

HOW DO I RECORD MY CPD?

- One option available to members/registrants is to use “MyCareerPath” accessible via the InstMC website to document their CPD activities.
- Alternatively, a simple spreadsheet or company training record is equally acceptable, providing it contains the required information or can be supplemented as appropriate.

CPD LEARNING PROCESS?



POSSIBLE DEVELOPMENT OPPORTUNITIES

There is no prescriptive content for any member's/registrant's CPD, although a variety of activities is encouraged.

While the options listed below are not exhaustive, CPD may include a combination of the following:

- **Formal Learning:** e.g. Courses, seminars and technical lectures.
- **Informal Learning:** e.g. On-the-job training, workshops, reading technical journals and books.
- **Peer and Professional Interaction:** e.g. Supporting 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:** 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 expected that the CPD focus for each individual will change as their career progresses.

RECORDING YOUR CPD

There is no prescriptive format for your CPD plan/record but it must clearly include:

- plan/planned objectives – including activities planned
- list of activities undertaken, including those planned and those completed in response to other opportunities which might have arisen.
- reflection on what you have learned or achieved through each CPD activity and record these reflections.
- evaluation of your CPD activities against any objectives you have set and record this evaluation.
- review your learning and development plan regularly, following reflection and assessment of future needs.

It is recognised that as your career progresses, “planned objectives/overall target” may become less well defined and overall, your CPD plan may become more reactive rather than proactive.

THE ANNUAL SURVEY AND HOW IT AFFECTS YOU?

InstMC is required by the Engineering Council to conduct an annual CPD survey and report outcomes to EC.

The annual CPD survey conducted by InstMC will include a random sample of up to 5% of members, who are also EC Registrants, who will be required to provide a copy of their CPD record for activities completed in the previous 12 months, or their most recent appraisal period.

Each CPD submission will be reviewed by experienced fellow professionals who have been trained in InstMC's assessment processes, and feedback will be provided to each member/registrant who has responded.

Those members/registrants who provide fully compliant CPD records, will be exempt from inclusion in the random sample for the next three years.

Members/registrants who fail to provide a compliant CPD record in response to any annual CPD survey may be included in the following year's survey.

Any active EC registrant who fails to respond to, or refuses to provide their CPD record in response to being invited to participate in three annual CPD surveys and on each occasion is adjudged to be "CPD non-compliant" will, in line with InstMC's CPD Policy Statement, be removed from the EC Register.

Note:

- From 1 January 2022, the annual CPD survey may include individuals who are solely members.

WHERE CAN I FIND FURTHER INFORMATION ABOUT CPD?

For further information, on CPD, please see the Engineering Council website. engc.org.uk

Don't ignore the invitation to submit your CPD record.

- If you believe that you are exempt from completing and recording your CPD, or should be exempt from inclusion in the annual CPD, please seek confirmation from the Membership Office of the Institute.



Membership Office
297 Euston Road
London NW1 3AD

Tel: 020 7387 4949

Email: membership@instmc.org

CPD SURVEY NOTES

- The annual CPD survey designed to encourage a culture in which members/registrants will naturally engage in CPD and actively take ownership of their own development and future advancement.
- The annual survey should not be seen as a “policing” attempt on your CPD.
- The method of submission for each annual CPD survey will be defined in the “invitation to participate communication”.
- Remember, the main beneficiaries of CPD are you, your employer and prospective employers.