

CONTINUING PROFESSIONAL DEVELOPMENT POLICY STATEMENT

- Continuing Professional Development (CPD) is understood as the systematic acquisition of knowledge and improved or new skills along with the development of personal qualities, to maintain and enhance professional competence.
- All active InstMC members (including those members who are “retired but support InstMC activities”) of the Institute have an obligation to maintain their professional competence by completing and recording CPD, and to support the learning of others.
- All active EC registrants, at all levels, have an obligation to complete and record their CPD
- This obligation underpins the value of professional titles as well as serving society and enabling it to have confidence in the profession.
- CPD has several purposes, which will vary in relation to members’ circumstances. Therefore, it is recognised that at different stages of an individual’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) 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. 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:** e.g. Making Presentations, Writing Technical Articles & Papers
 - **Volunteering:** e.g. Contributing to InstMC Activities.
 - **Developing wider Business Skills:** e.g. Project Planning and Estimating, Value Management. Financial Planning, Business Regulation, Charity Law.
- It is the responsibility of individual members to determine their CPD needs, how to meet those requirements and the means used to maintain an appropriate record, but the record must include:
 - plan/objectives
 - “list activities undertaken”, both planned and those completed in response to other opportunities which might have arisen
 - reflection on what they have learned or achieved through each CPD activity
 - evaluation of their CPD activities against any objectives they have set and record this evaluation
 - review their learning and development plan regularly, following reflection and assessment of future needs
- One option available to InstMC members is to use “MyCareerPath” - accessible via the InstMC website although a simple spreadsheet or company training record is equally acceptable providing it contains the required information or can be supplemented as appropriate
- On an annual basis, InstMC will conduct a CPD survey, comprising a random sample of 5% of the current members who are also Engineering Council registrants. All those selected will be required to provide:
 - a copy of their CPD record covering either the previous 12 months, or, their most recent employment appraisal year, and
 - a recent CV

Note: From 1 January 2022, the survey sample may also include individuals who are solely members (excluding students and affiliates).
- 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.
- Those members/registrants who submit a fully compliant CPD report will be exempt from the CPD Survey random selection process for the next three years.
- The results of the survey will be reported annually to Council, Trustees and EC.
- 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 adjudged to be “CPD non-compliant” will be removed from the EC Register.