THE INSTITUTE OF
MEASUREMENT AND CONTROL

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Frequently Asked Questions

ARE YOU DOING AND RECORDING YOUR CPD?

01

- All **active** members have an obligation to maintain their professional competence by completing and recording CPD, and to support the learning of others.

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.

WHO BENEFITS FROM CPD?

02

- The main beneficiaries of CPD are you, your current employer, future employers, and Society at large.

I AM NOT EC REGISTERED, DO CPD RULES APPLY?

03

- Yes, the obligation falls on all active members of the Institute irrespective of whether or not they are Engineering Council (EC) registered.
- The specific obligation on EC registrants requires them take all necessary steps to maintain and enhance their competence through completing and recording CPD, and to support the learning of others.

I AM RETIRED, DO CPD RULES APPLY?

04

- The obligation to undertake CPD applies to all "active" members /registrants.
- **N.B. "Active" includes members/registrants who are "retired, unemployed or on a career break but support InstMC/EC activities" or other professional interests, no matter how informally.**
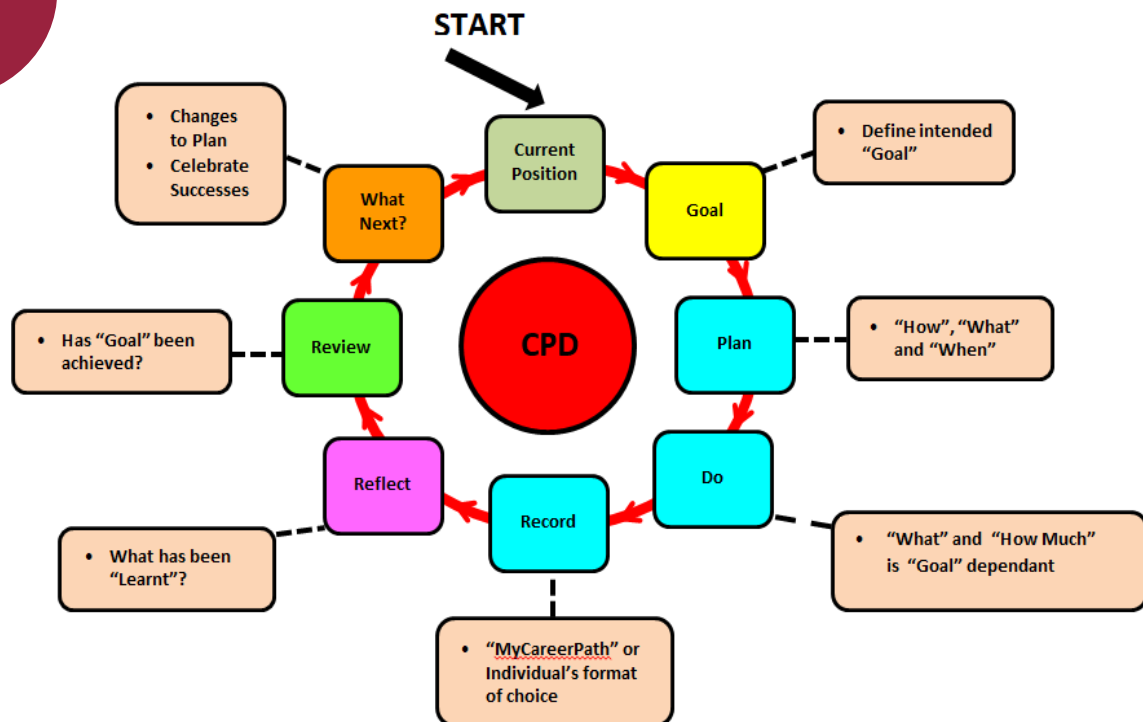
HOW MUCH TIME SHOULD I SPEND ON CPD AND WHAT ACTIVITIES SHOULD I INCLUDE?

05

- In line with EC Regulations, InstMC is not prescriptive about the time you commit to CPD or the range of activities that you should undertake, but a variety of activities is encouraged.
- It will be up to each individual member/registrant to demonstrate the relevance of the CPD activities completed to their continuing registration with the Engineering Council.
- CPD is not about "time spent or collecting points".

HOW SHOULD I APPROACH CPD?

06

- The CPD Learning Process is summarised below:

START

- Changes to Plan
- Celebrate Successes

What Next?

Current Position

Goal

- Define intended "Goal"

Review

- Has "Goal" been achieved?

CPD

Plan

- "How", "What" and "When"

Reflect

Record

Do

- What has been "Learnt"?

- "What" and "How Much" is "Goal" dependant

- "MyCareerPath" or Individual's format of choice

WHAT ACTIVITIES SHOULD I INCLUDE IN MY CPD?

07

- 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. 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.

WHAT SHOULD I INCLUDE IN MY CPD RECORD?

08

- There is no prescriptive format for your CPD plan/record, but it must clearly include details of:
  - 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 their CPD activities and record these reflections
  - 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

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

- Inst MC members may use "MyCareerPath" - accessible via the Inst MC website to maintain their CPD record but a simple spreadsheet or company training record is equally acceptable providing it contains the required information or can be supplemented as appropriate

HOW DOES INSTMC MONITOR THE CPD ACTIVITIES OF ITS' MEMBERS/REGISTRANTS?

09

- From 1 January 2019, EC has required all PEIs to conduct an annual CPD Survey.
- On an annual basis, Inst MC will conduct a CPD Survey, comprising a random selection of 5% of the current members who are also Engineering Council registrants, and, from 1 January 2022, the Survey sample may also include individuals who are solely members
- Those members/registrants selected to participate in the Survey are required to provide a copy of their CPD record covering activities undertaken in the previous 12 months, or their most recent appraisal period.
- The method of submission will be defined in the invitation.
- The annual survey should not be seen as a "policing" attempt on CPD. Instead, it is designed to encourage a culture in which members/registrants will naturally engage in CPD activities, taking ownership of their own professional development.
- Members/registrants who submit a fully compliant CPD report will be exempt from the CPD Survey random selection process 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.

WHERE CAN I FIND FURTHER INFORMATION?

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- For further information see InstMC's "CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES".

FOR ANY OTHER QUESTIONS & ADVICE

- Please get in touch with us if you have other questions.
- **Don't ignore the invitation to submit your CPD record.**
- If you believe that you are exempt from completing and recording CPD or should be exempt from inclusion in the annual CPD, please seek confirmation from the Membership Office of the Institute.

Membership Office

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