

CONTINUING PROFESSIONAL DEVELOPMENT

IMC/CPDG



How to make the most of your Continuing Professional Development

The Institute of Measurement and Control



What is CPD?

Continuing Professional Development (CPD) describes the learning activities professionals engage in to develop and enhance their knowledge, skills, and competence.

Engaging in CPD ensures that your knowledge, skills, and professional judgement remain current and relevant.

CPD is a continuous process that takes place throughout your career. It is not a one-time activity, but an ongoing commitment to your professional development.

WHY CPD MATTERS

For You:

- Maintain and strengthen your knowledge and skills
- Stay up to date with evolving technologies and industry practices
- Support career progression and professional recognition
- Build confidence and capability in your role

For Employers:

- Support a skilled and adaptable workforce
- Maintain standards and reduce risk
- Demonstrate commitment to professional development
- Strengthen organisational capability

Maintaining competence through CPD also supports public trust and confidence in the engineering profession.

CPD AND PROFESSIONAL REGISTRATION

Engaging in Continuing Professional Development and maintaining a record of your activities is a requirement of professional registration.

Professionally registered members are expected to take an active role in maintaining and developing their competence.

Failure to engage with CPD requirements may affect your professional registration status.

RECOGNISING DIFFERENT CAREER PATHS

We recognise that our professionally registered members follow diverse and evolving career paths.

Not all members will be working in hands on technical engineering roles. You may be working in senior leadership or management, contributing through strategy or governance, supporting the profession through committees or mentoring, or retired from full time work but remaining professionally active.

All of these roles represent valid and valuable forms of professional engagement.

Your CPD should reflect your current role, responsibilities, and level of involvement.

CPD HOURS AND INDIVIDUAL APPROACH

We do not prescribe a set number of CPD hours.

We recognise that every professional journey is different, and that development needs change over time.

For some, CPD may involve structured technical learning. For others, it may focus on leadership, governance, mentoring, or contributing to the profession in different ways.

Because of this, a fixed number of hours does not necessarily reflect meaningful or effective development. The focus is on relevant and purposeful learning that supports your professional competence.

A REASSURING NOTE ON CPD

Through our experience of supporting members during the CPD audit process, we understand that it can sometimes feel daunting.

Some members approach the audit as though they are preparing for an assessment, unsure whether they have done enough or whether their CPD is sufficient.

In most cases, this concern is unnecessary.

CPD is not something separate from your day-to-day professional life. It is already part of what you do.

If you are actively working or engaged in professional activity, you are already undertaking CPD. This may include reading articles or guidance, watching webinars, taking part in discussions with colleagues, or learning through new responsibilities and experiences.

CAPTURING WHAT YOU ALREADY DO

The purpose of the CPD audit is not to test you. It is an opportunity to bring your learning together in a clear and structured way.

In many cases, you will find that you have already completed a wide range of CPD activities over the past 12 months.

The key is to recognise, reflect on, and record this activity so that it clearly demonstrates how you are maintaining and developing your professional competence.

KEY MESSAGE

You are not starting from scratch. You are capturing and structuring what you are already doing.

What Counts as CPD

CPD can take many forms, and your focus will evolve as your career develops.

Your CPD should include a range of activities appropriate to your role, responsibilities, and stage in your career.

Examples of CPD include:

Learning

- Academic study or qualifications
- Technical or specialist courses
- Workshops, seminars, and webinars

Experience

- On the job learning
- Taking on new responsibilities or projects
- Working in new technical or business areas

Sharing Knowledge

- Mentoring or coaching
- Writing or presenting
- Supporting the development of others

Professional Engagement

- Conferences, networking events, and technical meetings
- Committee or professional body involvement

Personal Development

- Leadership and management development
- Communication and interpersonal skills
- Business and organisational skills

CPD PROCESS

There is no prescribed format for recording CPD. However, your record must clearly demonstrate the following:

PLAN

Identify your development needs and define clear objectives. You are responsible for identifying your own learning and development needs and planning how these will be addressed.

DO

Undertake your planned CPD activities. You may also include unplanned activities where valuable learning has taken place.

RECORD

Maintain a clear and accurate record of your CPD activities using MyCareerPath or your preferred format.

REFLECT

Consider what you have learned and how it supports your role, performance, and professional competence.

EVALUATE

Assess how effectively your CPD activities have met your original objectives.

REVIEW

Regularly review and update your development plan to ensure it remains relevant to your future needs.

WHAT WE EXPECT FROM CPD RECORDS

When reviewing CPD, our focus is not on prescribing specific activities or assessing technical content.

Instead, we are looking for clear evidence that you are taking responsibility for your professional development, maintaining and enhancing your competence, and engaging with the CPD process in a structured and ongoing way.

Your CPD record should demonstrate a continuous and thoughtful approach to maintaining your professional competence.

CPD MYTH BUSTING!

There are several common misconceptions about Continuing Professional Development. Here are some of the most common myths, and what they actually mean.

MYTH 1

**I'M AT THE TOP OF MY FIELD,
SO THERE'S NOTHING NEW FOR
ME TO LEARN**

At senior levels, it can sometimes feel like there is little new to learn. In reality, things are always changing. CPD helps you keep your knowledge and judgement current and might include mentoring, contributing to the profession, or simply staying aware of what's going on.

**CPD ONLY COUNTS IF I'M IN PAID
WORK**

MYTH 2

CPD does not need to be linked to paid employment. It can include everyday activities such as attending a webinar, reading industry or technical publications, mentoring, or keeping up to date in your field. Even researching something that does not directly apply to your role can still be valuable CPD.

MYTH 3**I'M RETIRED, SO I DON'T NEED TO RECORD CPD**

Retirement from employment does not necessarily mean stepping away from professional activity. If you are still involved, for example through volunteering with the Institute, the Engineering Council, or other organisations, you should continue to undertake and record relevant CPD.

If you are unsure whether this applies to you, please get in touch and we can advise you.

I DON'T SIGN OFF WORK ANYMORE, SO CPD ISN'T RELEVANT TO ME**MYTH 4**

CPD is about maintaining your own professional competence. It is not about managing others or signing off work. It should reflect your role and help you keep your knowledge current.

You might ask yourself: are there new tools or software you should be aware of, or any gaps in your knowledge?

MYTH 5**IF I'M ONLY DOING OCCASIONAL CONSULTANCY, CPD DOESN'T MATTER**

If you are providing advice in a professional capacity, even occasionally, you are professionally active. That means you still need to maintain your competence. CPD helps you keep your knowledge and judgement up to date.

**I'M TOO BUSY TO THINK ABOUT
CPD****MYTH 6**

Much of CPD takes place through your day-to-day professional activity. If you are learning, developing, or working through challenges, you are likely already doing CPD, often without realising it. The key is recognising this and recording it in a simple way.

MYTH 7**I'LL DEAL WITH CPD IF I'M EVER
SELECTED FOR AUDIT**

CPD should be maintained on an ongoing basis as part of your professional registration. Keeping an up-to-date record helps ensure you are prepared if requested to provide it, rather than needing to go back and piece things together later.

There is no single way to complete CPD. Your CPD should reflect your individual role, experience, and stage in your professional journey.

KEY MESSAGE

Effective CPD is not about meeting a requirement. It is about taking a considered and continuous approach to your development, ensuring your competence remains current, relevant, and aligned with your role.

TEMPLATES AND FURTHER GUIDANCE

To support you in completing your CPD, we provide optional templates that align with the CPD cycle.

A separate CPD Examples Pack is also available, which includes worked examples of CPD entries and demonstrates how the CPD process can be applied in practice.

These resources are designed to support you in recording and reflecting on your CPD in a clear and structured way.

CPD AUDIT SUPPORT

As part of our commitment to supporting professionally registered members, we offer one to one CPD support sessions.

These sessions are designed to help you approach your CPD with clarity and confidence.

During a session, we can talk you through the CPD process, provide guidance on planning and reflection, suggest appropriate CPD activities, and support you in bringing your record together in a clear and structured way.

REQUESTING SUPPORT

If you would like to arrange a one-to-one CPD support session, please contact:

member.communication@instmc.org

A member of the team will respond and arrange a suitable time.

OUR APPROACH

These sessions are intended to support and guide you. They are not an assessment.

CPD AUDIT EXEMPTIONS AND SUPPORT

We understand that, in some circumstances, you may not be in a position to fully engage with CPD or the audit process.

This may apply if you are fully retired and no longer professionally active, experiencing ill health, or affected by extenuating personal circumstances.

If this reflects your situation, you may be eligible for an exemption or additional support.

WHAT TO DO

We encourage you to contact us to discuss your circumstances.

We will consider each situation on an individual basis and, where appropriate, may offer an exemption from the CPD audit, additional time or flexibility, or guidance on maintaining your professional status.

OUR APPROACH

You are not starting from scratch. You are capturing and structuring what you are already doing.

FINAL NOTE

Continuing Professional Development is an essential part of maintaining your professional registration.

It is not about completing a checklist, but about taking a considered and ongoing approach to your development.

CPD is a professional responsibility that ensures your competence remains current, relevant, and aligned with your role and the wider profession.

We are here to support you in this process and to help you demonstrate your ongoing professional development with clarity and confidence.