

CPD RECORD EXAMPLES

IMC/CPDEG



PLAN | DO | REFLECT | EVALUATE | REVIEW

Demonstrating planning, activity, reflection,
evaluation, and review in practice

The Institute of Measurement and Control

Example 1 – Formal Learning

Activity Title: MSc in Process Safety Time Period: Ongoing	
PLAN	Learning Objective To deepen expertise in functional safety and process safety and support ongoing professional development.
DO	What was done Enrolled in an MSc programme and actively participated in modules, assignments, and group work. Applied learning within the current role where relevant.
REFLECT	What was learned Developed an advanced understanding of process safety principles, risk assessment, and safety management. Gained broader perspective through collaboration with professionals from different backgrounds. Application in Practice Applied learning to real-world functional safety challenges, introducing improved methodologies within the team and enhancing approaches to complex safety issues.
EVALUATE	Impact/ Evaluation Increased confidence in technical decision-making and strengthened professional capability. Positive feedback from colleagues and supervisors indicates a clear and measurable impact on both individual performance and team outcomes.
REVIEW	Future Development Will continue to monitor progress throughout the programme and, upon completion, review its overall impact. Future development will focus on further strengthening expertise in process safety and leadership within the field.

Example 2 – Work-Based Learning

Activity Title: Excel VBA Automation for Instrumentation Datasheet Processes Time Period: Ongoing	
PLAN	Learning Objective To improve efficiency and accuracy in engineering workflows through the use of automation tools.
DO	What was done Undertook training in Excel VBA and applied this learning to automate datasheet processes. Developed, tested, and refined macros to streamline repetitive tasks within the role.
REFLECT	What was learned Developed practical programming skills and a stronger understanding of automation techniques. Gained insight into how manual processes can be improved through structured automation. Application in Practice Implemented automated solutions within day-to-day work, reducing manual input and improving consistency across engineering and instrumentation datasheet processes.
EVALUATE	Impact/ Evaluation Automation has resulted in improved productivity and a reduction in manual errors. The solutions developed have been adopted more widely within the team, demonstrating value beyond individual use.
REVIEW	Future Development Will continue to develop VBA skills and explore more advanced automation opportunities to support wider process improvements.

Example 3 – Professional Engagement

Activity Title: Cybersecurity Webinars and Internal Knowledge Sharing Time Period: Ongoing	
PLAN	Learning Objective To improve understanding of cybersecurity practices and contribute to wider team awareness.
DO	What was done Attended a series of cybersecurity webinars and shared key learning through internal training sessions with colleagues.
REFLECT	What was learned Gained up-to-date knowledge of cybersecurity risks, standards, and best practices. Reinforced understanding through explaining concepts and guidance to others. Application in Practice Applied learning to improve awareness of cybersecurity considerations within day-to-day work and supported colleagues in adopting improved practices.
EVALUATE	Impact/ Evaluation Sharing knowledge with colleagues strengthened team awareness and reinforced personal understanding. This activity demonstrated the value of continuous learning in a rapidly evolving area.
REVIEW	Future Development Will continue to engage in cybersecurity training and update internal guidance as new developments emerge.

Example 4 – Informal Learning

Activity Title: Reading Technical Articles on Measurement Uncertainty Time Period: Ongoing	
PLAN	Learning Objective To maintain up-to-date knowledge of current practices and developments in measurement uncertainty.
DO	What was done Regularly reviewed technical articles and industry publications relating to measurement uncertainty and calibration practices.
REFLECT	What was learned Gained a better understanding of current approaches and emerging considerations in uncertainty evaluation. Reinforced existing knowledge and identified areas where practices are evolving. Application in Practice Applied learning to review current approaches within day-to-day work and considered opportunities to improve consistency in reporting and analysis.
EVALUATE	Impact/ Evaluation This activity supported continuous professional awareness and helped maintain confidence in applying current best practices. It highlighted the importance of staying up to date, even in familiar areas.
REVIEW	Future Development Will continue to review technical publications and seek opportunities to deepen understanding through more structured learning where needed.

FURTHER INFORMATION

For further guidance on CPD requirements and recording, please refer to the InstMC CPD Policy and CPD Guide.

For any questions, please contact:

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