

# CPD Policy

## Principles

Continuing professional development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life. The objectives of CPD are related to maintaining and improving work performance; enhancing career prospects; increasing the capacity for learning; encouraging participation in, and commitment to, lifelong learning; and being adaptable to, and prepared for, changes in industry.

CPD is an essential element of any profession. Failure to keep up-to-date with the advances in discipline, technology and changes in legislation could have significant repercussions for an individual practitioner, a company, a professional organisation and clients. It is therefore important that institutions are instrumental in ensuring that all their practitioners are constantly updating their skills and knowledge in line with industry developments.

CICES goes to great lengths to ensure that all applicants, members and those in the process of upgrading membership are competent to meet the academic and experience requirements for their current grade or the one for which they have applied. Meticulous attention to the CPD requirements of all members of the institution ensures that industry standards are maintained and individuals grow professionally. Members are required to maintain and enhance competence through the recording of CPD, and support the learning and development of others.

## Policy

CICES believes that members have a professional duty to maintain and develop their competence through CPD for themselves and other practitioners within the profession, and to ensure that their CPD is managed in such a way as to be credible to other interested parties and bring credit to the member. The CICES Rules of Professional Conduct<sup>1</sup> underpin this, members shall:

- *2.3. take all practical steps to ensure that their professional competence is maintained throughout their working life by the knowledge and practice which currently pertains in the science and art of their primary specialism;*
- *2.4. in accordance with the Bye-laws, provide to the institution in the form currently prescribed, an account of their continuing professional development activities or their reasons for failing to comply with this requirement;*
- *2.5. whenever appropriate, encourage others to continue their learning and to undertake continuing professional development activities.*

The CICES definition of CPD is widely drawn and not prescriptive, so as to remain flexible enough to be relevant to all members at all career stages. It is therefore for individual members to choose an approach to CPD that will satisfy their own personal and professional needs and aspirations.

Learning through CPD should be planned, relate to specific objectives, and be reflective. Members should record their CPD activities and what they have learned from them, and relate these to any planned objectives. Whichever grade of membership you hold, you'll find that committing to CPD helps you to formulate and work to an effective career plan.

CPD records<sup>2</sup> will be requested on an annual basis from all registrants (those who hold the following qualifications; Chartered Engineer, Incorporated Engineer or Engineering Technician) and from a 2% sample of the following CICES grades; Graduate, Associate, Technical Member, Member and Fellow.

Feedback from the audit of CPD records will be provided.

<sup>1</sup> The Rules of Professional Conduct in full: [www.cices.org/ices/bylaw/](http://www.cices.org/ices/bylaw/)

<sup>2</sup> Please note that it is not compulsory to use the CICES CPD template. Other formats are accepted

## Activities

In order to help you understand the full breadth of CPD activities, CICES has compiled the following list:<sup>3</sup>

- **Formal study leading to a qualification**  
Any course of assessed study leading to a qualification that is relevant to your specialism and professional interest.
- **Short training courses and workshops**  
Courses and workshops that are aimed at raising your levels of skills and competence.
- **Mentoring**  
Mentoring and coaching others or receiving help from a mentor or coach.
- **Teaching**  
Part-time teaching (if your main job is not academic).
- **In-company development**  
This could include:
  - Training undertaken as part of an in-company development scheme.
  - Leading in-house training courses and seminars.
  - Promotion and appraisal (recognition will be given for career development within an organisation).
  - Specific projects which involve new interaction with other departments and functions.
- **Development events**  
These could include:
  - CPD events run by CICES regions.
  - Events run by other professional associations or voluntary organisations.
- **Private study**  
This could include:
  - Learning and developing new and existing job-related skills.
  - Reading manuals, books, website material and periodicals.
- **Authorship**  
Authorship of articles, periodicals and/or books on relevant subjects.
- **Conferences and exhibitions**  
Attendance at relevant conferences and exhibitions.
- **Language training**  
Training in a foreign language for employment or personal purposes.
- **Contribution to the community**  
This could include:
  - Involvement in CICES committees or volunteering for specific tasks (such as acting as an examiner).
  - Work-related involvement with other organisations (such as trade bodies).
  - Contributions to society (such as acting as a school governor, magistrate or charity volunteer).

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<sup>3</sup>These categories are not weighted in importance or ranked in order. CICES does not allot specific numbers of points or hours required to particular activities