

CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS

Continuing Professional Development Record

Name	Membership Number	Discipline & Grade

CPD Plan

Learning	Classification/Type	Objective	Start Date	Time Scale

CPD Log

Date	Duration	Classification/Type	Objective	Learning / Outcome / Benefits	Reflection

Professional Development (Evaluation of progress/development in 2022)

Planning for 2023

CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS					
Continuing Professional Development Record					
Name	Membership Number	Discipline & Grade			
A Member	11111111	CE Member			
CPD Plan					
Learning	Classification/Type	Objective	Start Date	Time Scale	
Efficient project Management	Company in-house training (3 x one-day training courses)	To understand the principles of setting up and running a successful project using the company's approved project management systems	Jan-22	3 months	
BIM - what it is and the effect it will have on the industry	External Workshop, self reading, and web forums	To understand the current initiatives with regard to BIM and what it is. To be able to translate this into what it means for our company and how the survey department can develop enhanced BIM services for clients	Mar-22	9 months	
Macros & Visual Basic programming	Self Learning	To learn and understand enough visual basic programming to be able to develop Excel Macros for survey computations.	Jan-22	Ongoing	
CPD Log					
Date	Duration / CPD Points	Classification / Type / Activity	Objective	Learning / Outcome / Benefits	Reflection
10 January 2022	1 day (5)	In-house training course	Part 1 of 3 day Project Management training course	Basics of Project Management, Project Start-up Where to find all PM templates	Prepare for Part 2 and review templates already in place
14 February 2022	1 day (5)	In-house training course	Part 2 of 3 day Project Management training course	The management and control of time, cost, quality, scope, benefits & risk	Prepare for Part 3 and consider examples for discussion
02 March 2022	1 hour (1)	ICES Magazine - Reading	Understanding of BIM	How BIM is important to the construction industry and how the government is promoting this initiative. Direction to further reading.	Further investigation of BIM and its implementation
13 March 2022	evening meeting (2)	ICES SE Region Meeting - Presentation on BIM	How BIM affects civil engineering surveyors	The use of BIM, how it will be specified on future government projects. BIM technologies	Implement theory into practice
29 March 2022	1 day (5)	In-house training course	Part 3 of 3 day Project Management training course	Use of Project controls, earned value management, lessons learnt, project reporting	Practice effective project management
28 April 2022	3 hours (3)	Self learning - on-line web tutorial and practical session	1 hour tutorial followed by 2 hours development of a visual basic programme	Improved VB programming skills and developed a Macro to calculate the reduction and adjustment of a traverse using the Bowditch method and format the outputs. Can now use this on site work.	More hands on experience and liaise with users
17 May 2022	2.5 hours (2)	Mentoring junior staff	1.5 hour preparation and 1 hour lunch-box presentation on CPD activities and records	3 junior staff now have clear understanding of the importance of CPD Records. Also improved my presentation skills and knowledge of PowerPoint.	Follow up as mentor and provide further guidance on CPD
Professional Development (Evaluation of progress/development in 2022)					
Planning for 2023 (Brief notes about plans for 2023)					

Acceptable CPD Activities

EXTERNAL
Conferences, seminars, courses
Presenting papers
Leading/facilitating discussions
Attendance relevant to professional expertise
Lectures given
Publications
Books
Papers, chapters
Reports
Magazines, Journals
Consultancy
Advice
Mentoring
Expert witness
Chartered Institution of Civil Engineering Surveyors
Mentoring
Assessment
Promoting the Institution
Attending Regional Meetings
Activities on committees etc
INTERNAL
Seminars, courses
Leading, chairing
Attendance for training
Leading field trips
Research
Data collection
Analysis
Reading, Studies
Internal communications
Web site development
Reports
Resource development
Publications
Articles, reports
Papers, lectures