

## Education Guidance Note I

### Continuing Professional Development - CPD

#### Introduction

Continuing professional development (CPD) is defined as the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence. Members of professional engineering institutions have an obligation to undertake CPD, and to support the learning of others. For Engineering Council registrants this obligation underpins the value of the professional titles of Engineering Technician, Incorporated Engineer and Chartered Engineer, as well as serving society and enabling it to have confidence in the engineering profession.

CPD can be used to assure continuing competence in a current job, to support new competencies required in a different role or as part of a longer term career development plan. The focus of learning is likely to be different at different times.

CPD can also take a variety of different forms. Including informal learning through the challenges and opportunities of working life, and interaction with others (eg colleagues, customers, suppliers). Structured activities such as taking part in courses, distance learning programmes, private study, giving talks, mentoring, involvement in professional body activities, etc. Individuals are best placed to determine their own needs and how to meet them.

While most engineering professionals undertake CPD, this is often on a casual basis, without any deliberate planning, recording of activities, or conscious reflection. It may be helpful to reflect on development activities undertaken and relate them to specific objectives. A regularly reviewed development plan will help this - recording of both CPD activities and what has been learned or achieved through them, and relating this to any planned objectives. Doing this will help determine future needs and plans. It also encourages an outcome-based approach more appropriate to professional learning than just recording hours or points.

#### IOR CPD Policy

1. The IOR will actively encourage members to review and enhance their professional development
2. It will offer a range of CPD learning opportunities to meet different development needs, that are accurate, up to date and non-commercial.
3. Offer individual Certification on request and keep records of members' participation in IOR CPD activities.

#### Members should

1. Demonstrate their commitment to the ongoing development of their competence through a process of continuing professional review and development. They may use the CIBSE CPD recording and tracking portal to do this (see Appendix 1)
2. Actively seek to improve their knowledge, skills and behaviours through regular investment of time and learning.

3. Ensure they are kept informed of developments which will impact them individually, as well as any organizations they work with or for.
4. Ensure that learning outcomes of development activities undertaken meet their professional needs
5. Continue to assess their development needs throughout their career, to ensure they keep up to date with changes in the industry, wider RACHP environment and professional demands of them at work.

### **IOR's role in encouraging CPD of Engineering Council Registered Members**

The function of IOR as a professional engineering institution is to promote and support the professional development of its members. Engineering institutions licensed or approved as a Professional Affiliate by the Engineering Council – which includes the IOR - can advise and support their registered members on CPD in a number of ways, such as providing guidance, resources and mentoring programmes.

The IOR operates a registration agreement with CIBSE and, as a licensed institution, CIBSE are obliged under the Engineering Council's Registration Code of Practice to establish and implement appropriate policies and practices for CPD, and in particular shall:

- recognise CPD as an integral part of a Licensed Member's mission
- establish and keep under review an appropriate policy
- allocate responsibility and resources to carry out the policy
- promote to registrants and employers the aims, importance and benefits of CPD achievements, contributing to business and individual success
- guide and support registrants to achieve benefits from CPD
- be aware of the needs of registrants within their technical discipline and related areas
- encourage provision to meet the needs of members
- monitor, through an appropriate review system, the CPD of registrants
- evaluate the effectiveness of the policy.

The Engineering Council required Professional Engineering Institutes to randomly sample Registered members' CPD records. IOR Members registered through the IOR CIBSE route must record and provide this evidence on request. This is to encourage a culture in which registered members naturally engage in CPD and take ownership of their own learning and development.

This Education Policy paper was prepared by the IOR Education Training Policy Group in August 2020

The charitable objects of the IOR are:

1. The general advancement of refrigeration in all its applications, in relation both to the perfection of its methods, and to the extension of its services to the community.
2. To promote means of communication between members and their interchange of views.
3. To encourage invention and research in all matters relating to the science and practice of refrigeration.
4. To co-operate with educational institutions for the furtherance of education in the science and practice of refrigeration.
5. To hold meetings of the IOR for reading and discussing papers dealing with refrigeration and allied subjects.
6. To publish and distribute the proceedings or reports of the IOR.
7. To do all other things, incidental or conducive to the attainment of the above objects or any of them.

Published by the Institute of Refrigeration

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## Appendix 1

### Recording and monitoring your CPD activity using the CIBSE Portal

IOR members may use the CIBSE portal to record their activity electronically, under an agreement made between IOR and CIBSE membership departments.

1. Register at MYCIBSE (you do not need to be a CIBSE member)

<https://www.cibse.org/membership/continuing-professional-development-cpd>

2. Input all of your Annual Objectives on line:

3. Add CPD Activities as you undertake them, upload evidence/certificates and match your activity to the objectives you have set:

4. At the end of each year you can print off a basic CPD Summary (example)

#### CPD Summary for the Year 2020

##### CPD records

Start Date	Activity Title	Activity Type	CPD hours	Applicable Scheme List	Applicable Objectives
01/10/2020	Covid awareness	(Self-Certified)	1.00		
09/09/2020	Engineering council Professional Affiliate meeting	(Self-Certified)	3.00		Using gotowebinar effectively for larger group discussions

##### Objectives

Target Date	Status	Category	Description
31/12/2020	Open		To upgrade skills to ensure making best use of technology to provide interactive experience for members during lockdown
01/10/2020	Achieved		make sure office is functioning safely and protect welfare of staff. improving management skills

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