

CPD POLICY

CONTINUING PROFESSIONAL DEVELOPMENT FRAMEWORK

KNOWLEDGE
EXPERIENCE
COMMITMENT
EXCELLENCE

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Introduction

In the fast-paced world of engineering and technology, Chartered Engineers adopt a lifelong learning process to maintain and update their professional competence on a continuing basis and remain at the cutting edge of their profession. All Chartered Engineers therefore have an obligation to undertake CPD, and to support the learning of others. This obligation underpins the value of the professional titles of Chartered Engineer and Incorporated Engineer, which ensures a high level of both competence and commitment.

Purpose of CPD

CPD has several purposes, which may vary in relation to the Chartered Engineer's circumstances, their needs and their career progression. Most importantly, CPD will be maintained by Chartered Engineers to assure continuing competence at their current job. Additionally, CPD may consciously pave the way to enable a different role within or outside the Chartered Engineer's organisation, which may have a different technical focus or alternatively may have more management content. The focus of the Chartered Engineer's learning may be on different areas of competence at different times. CPD is part of a long term career development plan, to enhance one's professionalism in a wider context than a specific job role.

CPD Activities

CPD may include a vast variety of activities. From structured activities such as courses, lectures and distance learning programmes to non-structured and informal learning through workshops, conferences, seminars and private study. But also peer review, joint industry projects, communities of practice, obtaining a patent, delivering lectures or mentoring junior or aspiring engineers are CPD activities. Each Chartered Engineer is best placed to determine their own needs and how to meet them. Often, employers or experienced colleagues will play a significant part in this, but individuals should be responsible and proactive in seeking and exploring professional development opportunities.

CPD activities are designed to extend or update knowledge, skills or judgement in area(s) of practice, and should enable a Chartered Engineer to:

- Maintain technical competence at a high standard.
- Retain and enhance effectiveness in the workplace.
- Be able to help, influence and lead others by example.
- Successfully deal with changes in their career.
- Better serve the community.

Reflective Learning

Whatever its purpose or nature, the learning process in CPD should be reflective and should relate to specific objectives, even if these are only to maintain their professional engineering competence. A regularly reviewed development plan will stimulate, guide and inform the learning process, although there will always be a place for unplanned activities. Chartered Engineers should record their CPD activities, what they have learned or achieved through them, and relate this to any planned objectives. This reflection will help them to determine their future needs and plan accordingly, as part of a cyclical process. It will also encourage an outcome-based approach which is appropriate to professional learning.

The OPD Tool

KIVI will support CPD of Chartered Engineers by providing a guidance and monitoring system, the Online Professional Development Tool. CPD can easily be planned, recorded and maintained through this.

Initial Professional Development (IPD)

CPD undertaken in the stage before attaining Chartered Status is referred to as Initial Professional Development (IPD). The OPD Tool provides a structure where you can plan and record your IPD in your development towards applying for Chartership. This is also preferably undertaken with guidance or mentoring of a senior engineer, in order to assure a balanced development of the engineer to become a Chartered or Incorporated Engineer.

In this document where Chartered Engineer is mentioned, both Chartered Engineers and Incorporated Engineers are intended.

Recording CPD

CPD activities should be performed with respect to all five competency areas described in the NL-SPEC. Every recognised CPD activity will therefore be specified to be allocated to one or more competences. In case a CPD activity can be allocated to two or more competences, it is up to the Chartered Engineer to allocate the hours according to how they see fit. CPD activities should typically not be part of the general work routine. All CPD activities should be validated and appropriate evidence should be given.

Required Number of CPD Hours

Chartered Engineers are required to document a minimum of 100 CPD hours over a period of two years. Of the 100 hours:

- At least 40 hours must relate to the area(s) of engineering expertise of the Chartered Engineer, and can be classified under competences A and B.
- At least 10 hours must relate to activities which can be classified under competence C.
- At least 10 hours must relate to activities which can be classified under competence D.
- At least 15 hours must relate to activities which can be classified under competence E.

In case of surpluses, a maximum number of 50 CPD hours may be carried forward into to the next two year period.

Distribution of CPD Hours



The OPD Tool

The required number of CPD hours will be monitored through the Online Professional Development Tool. It is here that the Chartered Engineer will upload all CPD hours to their CPD Record. When adding a 'completed' CPD task to the CPD record, all information fields must be completed. This includes, a title, a description, evidence, allocated competence, allocated CPD category, hours, date and reflection. Without all the required fields, the CPD task will not be added to their total CPD hours.

Evidence

The Chartered Engineer will upload evidence of all CPD activities. This evidence may consist of the official grading or course project report for courses or trainings, reports of the joined industry project or community of practice, student or participant evaluation of a given lecture, the article written or reviewed, the obtained patent, or a summary report of a peer review session or self-study.

Publication of validated CPD activities

Validated formal courses, lectures, training, seminars, conferences, e-learning, joint industry projects or communities of practice will be published on the KIVI Chartered Engineer website and on the upcoming KIVI Chartership app. Articles and Patents will be notified to the Chartered Engineer community and also be published on the KIVI Chartered Engineer website.

Failing to meet CPD requirement

The CPD requirement is mandatory to Chartered Engineers. Failing to meet this requirement will eventually lead to losing the Chartered Engineer or Incorporated Engineer qualification.

Random spot checks of online CPD records and tasks will be carried out in order to ensure compliance. Chartered Engineers will receive a notification both three months and one month before their current two year CPD period is due to end.

In order to apply for renewal of registration the engineer needs to provide the reasons for the failure to meet the requirement and convincing motivation should be given that once re-instated, the Chartered Engineer will abide by the requirement. Moreover it may be imposed that the shortfall of CPD hours need to be obtained next to the mandatory CPD hours within a particular period of time.

CPD Activities

MAIN CATEGORY	SUB-CATEGORY	MAX HOURS PER 2 YEAR PERIOD
FORMAL EDUCATION		
	Master's Degree / PhD / PDEng	No maximum
	Validated formal study course	No maximum
	Lectures, short courses	No maximum
	Validated e-learning	No maximum
SELF-DIRECTED LEARNING		
	Self- study	16
	Peer review sessions	4 per session
	Conferences, seminars, workshops	No maximum
INDUSTRY-BASED LEARNING		
	Participation in validated joint industry project	No maximum
	Participation in validated communities of practice	No maximum
	Participation in validated joint innovation space	No maximum
	Validated Field labs	No maximum
	Validated in-house training sessions	No maximum

CONTRIBUTION TO ENGINEERING KNOWLEDGE		
	Conduct lectures, seminars or training courses	16
	Publishing or peer-review a journal article or academic paper	8 for each article
	Participation in scientific research project	No maximum
	Patent filed or registered	20 for each patent
PROFESSION DIRECTED ACTIVITIES		
	Participation in professional boards or committees	16
	Participation in accreditation committee	8 per accreditation
	Expert in court, arbitration or mediation cases	8 per case
COACHING AND VOLUNTEERING		
	Coach or tutor junior or aspiring engineers	16
	Visiting schools or colleges to promote engineering	16
	Raise interest for the engineering profession	16
SUPPORT CHARTERSHIP STRUCTURE		
	Acting as an assessor	8 per candidate
	Acting as a mentor	16 per candidate
	Acting as a reviewer	8 per review
	Participation in Chartership training	3 per session