



Professional Development System

User Guide

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1. What is mycareerpath?

mycareerpath Professional Development System is an online tool allowing engineers and technicians to plan, evidence and report their professional development activities.

The user selects a **competence profile** (e.g. Chartered Engineer) and can create personalised development **plans** which detail how they intend to demonstrate the competences within the profile.

Evidence can be recorded against competence profiles, and **reports** created to draw together plans and evidence. Plans, reports and evidence can be reviewed by a third party, exported to PDF, and printed.

The competence statements for EngTech, IEng and CEng (taken from the UK Standard for Professional Engineering Competence) are built into **mycareerpath**. Your Institution may have added further competence profiles (such as Fellow or Associate Member). Use these profiles if you are working towards (or intending to work towards) one of these grades of membership or professional registration.

mycareerpath can also be used to record **Continuing Professional Development** (rather than progress towards a competence profile like CEng). Selecting 'Continuing Professional Development' as a profile allows the user to plan, record and report any and all activity that contributes to professional development.

2. Registering an account to use **mycareerpath**

First, create an account to use **mycareerpath**. You will need an email address, the name of your Professional Engineering Institution or Affiliate, and your membership number.

Follow the link from your institution's member area to the **mycareerpath** login page. From here you may **Login**, or **Register** a new account. Complete the registration form and select **Register**, and you can log in straight away. Fields with an asterisk * are mandatory for registration.

3. Creating profiles with **mycareerpath**

Once you have logged in to your **mycareerpath** account, you will need to select a profile against which you will record your development.

The profiles available will appear in a drop-down menu. Simply select a profile, and select the **Add** button.

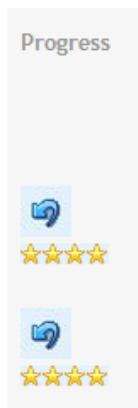
There is no restriction on the profiles used – you can record progress against any or all of the profiles offered. Once you've created a profile, you can view all of its competences by selecting the profile name.

On most **mycareerpath** pages, you can save your changes, and send your work by email to a colleague for review (see Section 8). This could be to a mentor, your line manager, your Professional Engineering Institution, or any other appropriate person you choose.

4. Competence profile self-assessment

mycareerpath enables you to self-assess your progress against the individual competences within a chosen profile. From the **Home** screen, create (or if you've previously created, select) a profile name, such as Chartered Engineer or Engineering Technician.

mycareerpath uses a star system to self-rate your progress. The starting point is zero, and you can change this as you develop within each competence. Hover the mouse over the stars to see what progress through each level requires.



You can **Save Changes** at the bottom of the competences page.

The Continuing Professional Development profile is 'open-ended' and has no competence statements attached – and so no star rating system. Use the CPD profile to record activity if you are not working towards professional registration like EngTech, IEng or CEng.

5. Creating an action plan

To create a professional development action plan, select **Plans** in the menu. Then select **Add action plan**.

On the following Action Plan Wizard page, give your plan a title and enter your objectives. You will need to enter a start date and a completion date.

Choose the profile against which you want to apply this plan, and select the competences you will demonstrate through this plan.

Under **Competence** Standards, choose the appropriate competence from the **available competences** list, then **Add** it to the **selected competences** list. You can select multiple competence statements. Each one you add to your plan will appear in the selected competences. The CPD profile has no linked competences.

Finally, **Save** your plan.

6. Recording evidence

You can add evidence, including any supporting documentation like certificates, videos or testimonies, to demonstrate that you have developed or increased competence. To add evidence to **mycareerpath**, select **Evidence** in the menu; then **Add evidence** to create a new record.

On the resulting Evidence Wizard page, give your evidence a title and enter the lessons learnt and benefits gained from your professional development activity. You will need to enter a start date, but a completion date is not mandatory.

Choose the Profile you want to record this evidence against, and select any linked competences – skills you have demonstrated through this activity. The CPD profile has no linked competences.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). These will remain attached to the **evidence** (and any **reports** created using it), and reviewers will be able to examine them. Web links should be in the format <http://www.website.com> .

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

Save your plan when you're finished.

7. Generating a report

Reports are used to gather plans and evidence over a specified period of time. To generate a progress report, select **Reports** in the menu; then **Add Report**. On the resulting Report Wizard page, give your new report a title and enter a start date and an end date for the period you want the report to cover.

Select the report type (either **Evidence** or **Competence**) and a profile.

- An **Evidence-based report** contains a list of all plans and evidence within the profile selected that *started* during the period specified. This is useful for displaying all of your activity in a given period. (End dates are ignored for the purposes of reports.)

- A **Competence-based report** will list only evidence (not plans), within the profile selected that *started* during the period specified. Evidence will be broken down by linked competence statement. This is useful for displaying your progress against a list of competence statements.

The Continuing Professional Development profile has no linked competences – use an Evidence-based report to show CPD activity over a given period.

Select **Save & View** when you're done, to display the report.

8. Sending work for review

Plans, evidence, reports and competence profiles (star-rating pages) can all be sent for review by email. This allows you to demonstrate progress to colleagues, employers or institutions.

To send a page for review, enter the email address of the reviewer and select **Save & Review**. The reviewer will receive an email inviting him or her to view the page in question and add comments. Reviewers won't be able to see any other part of **mycareerpath**. You will be notified of any comments added when you next log into **mycareerpath**, under the **Recent Reviews** section of the **Home** page.

9. Exporting data to PDF

Plans, evidence, and reports in **mycareerpath** can be exported and saved in PDF format. Next to any item in **Plans**, **Evidence** or **Reports**,

use the **PDF** icon to generate a PDF. The PDF file will be saved to your computer or opened, depending on your browser settings. Exported PDF files can be emailed, printed, or saved to a computer or portable drive.

10. Editing your details

To change your **mycareerpath** details, return to the **home** page and follow the link on the right hand side to access the **edit account details** page. Here you can modify your name, organisation, PEI membership number, Engineering Council Registration Number (if applicable), email address, and password. **Save** your changes when you're done.

If you forget your password, use the **Forgotten your details?** link on the login page. You will be prompted to enter the email address you used to register, and when you select **Send Email** a password reset link will be sent to that address.

11. Help

Help documents provided by your Institution, including this User Guide, can be found by selecting **Help** in the menu.

12. Quick Start Guide

This section shows a typical progression from a blank profile through to a comprehensive PD report.

