# Continuing Professional Development (CPD)

CPD is a way for you to show that you are committed to learning and developing throughout your career.

To stay relevant, you need to keep your skills, knowledge and experience up to date, record what you learn and then apply this in your job.

As an ICorr member, you need to manage your own professional development. If requested to, you should be able to send to ICorr an annual record of your past year’s CPD. Engineering council require ICorr to audit 5% of its registered members annually. Failure to continually submit your CPD records may lead to you losing you EC Registration. CSci members are required to submit their CPD Log annually to ICorr.

This guide explains why CPD is important and the best ways to approach it. It includes examples of subject areas and activities that you can include in your records and gives advice on how to make your CPD as effective as possible.

**RECORDS AND RETURNS**

The Institute of Corrosion recognises Continuing Professional Development and wishes to help its members develop their own career in their own manner.

It is good practice to plan, record and review your CPD activities on a regular basis. CSci are required to submit a CPD report annually and CEng/IEng/TechEng are required to submit CPD reports every five years or on request. Other requirements such as recertification of cathodic protection engineers, NACE specialists etc. also require CPD reports every five years.

To assist in this, as a benefit to members, the Institute has licenced **mycareerpath®** through the Engineering Council to assist members plan and record their CPD activities and to provide reports where required.

**CPD and mycareerpath®**

**mycareerpath®**is an online professional development system, designed and held by the Engineering Council and adopted by many professional engineering institutions for use by their members. The system is mobile and tablet compatible, so records can be accessed or added to on-the-go.

The system is aligned with the UK Standard for Professional Engineering Competence (UK-SPEC) for EngTech, IEng, and CEng. The system is also aligned with other titles such as CPhys, CEnv, and CSci, to provide one platform to suit all. Progress can be measured and tracked against the competence statements for the chosen registration category.

**mycareerpath®** is designed to help you to plan and record any activity that contributes to your professional competence (IPD and CPD). This could include mentoring colleagues, learning new techniques, attending training courses, involvement with a professional body, and other activities that contribute to the maintenance or development of knowledge and competence.

Using **mycareerpath®** puts your complete records in one place so that they can be simply and easily sent to your institution as part of your professional review, or to update them on your CPD record if you’re already registered. You could even send your complete records to your employer as part of your appraisal.

**mycareerpath®** is now fully accessible in the members area of the ICorr website under CPD. You will need to register onto the system and we would encourage all members to use this major benefit provided by the Institute of Corrosion.

**Alternatively – Manual Submission**

The following guidance is provided for the submission of your continuing professional development (CPD) returns to ICorr but it is not intended to be prescriptive. Thus, your return will reflect the type of activities that you are primarily engaged with during your employment.

|  |  |
| --- | --- |
| **Exemplar classes of activity** | **Examples of activity within each class** |
| **Work-based learning:** | Supervising staff or students; reflective practice; research; any training required by your employer; consultancy, etc. |
| **Professional activity:** | Involvement in a professional or industry body, mentoring, etc. |
| **Formal learning:** | Courses and conferences; writing articles or papers; structured education, etc. |
| **Self-directed learning:** | Reading journals, reviewing books, articles, standards or reports, etc. |
| **Other:** | Voluntary work, public service, something that benefits your career or professionalism directly or indirectly |

**Please note:**

1. Your CPD return should not merely a list of activities undertaken, it must also include brief statements illustrating how each activity benefited you or your professional practise.
2. Although you are required to submit a CPD return there is no prescription on quantity (i.e. number of hours) undertaken per year. Indeed, this may vary substantially from year-to-year. Thus, in some years a zero return may be justified if significant CPD was undertaken in prior years.
3. Notwithstanding item 2 above, your returns are required to demonstrate a commitment to undertake regular CPD over a period of time in order to keep your professional understanding and practise up-to-date.
4. The basis for CPD returns is self-assessment and we are therefore reliant upon the professionalism of the individual to submit accurate returns.
5. ICorr will audit a random selection of CPD returns annually to ensure their accuracy. This may include contacting the individual to confirm the nature of the reported activity.

# CPD report template (e.g. Chartered Engineer)

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation and field of business:** |  |
| **Organisation address:** |  |
| **Job title and/or core responsibility:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Class of activity** | **Brief description** | **Learning Objectives.** | **Learning Outcomes** | **Hours spent** | **How verified:**  **by certificate, manager, self** |
|  | Work Based |  |  |  |  |  |
|  | Professional |  |  |  |  |  |
| **Date** | **Class of activity** | **Brief description** | **Learning Objectives.** | **Learning Outcomes** | **Hours spent** | **How verified:**  **by certificate, manager, self** |
|  | Formal |  |  |  |  |  |
|  | Self-directed |  |  |  |  |  |
|  | Other |  |  |  |  |  |
| **Approximate total hours:** | | | |  |  |  |

Please return this form to:

EC Registration Co-ordinator

The Institute of Corrosion, Corrosion House

5 St Peters Gardens, Marefair, Northampton, NN1 1SX

# Chartered Engineer – Exemplar CPD return

|  |  |
| --- | --- |
| **Name:** | A B Engineer |
| **Organisation (and field of business):** | Corrosion Engineering LTD |
| **Organisation address:** | The Corrosion House, Elsewhere |
| **Job title and/or core responsibility:** | Senior Corrosion Engineer |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Class of activity** | | **Brief description** | **Learning Objectives.** | **Learning Outcomes** | **Hours spent** | **How verified:**  **by certificate, manager, self** | |
| 2nd Feb | Work Based | | Regular training update: principles of barrier coatings | Learned the principles of coatings and the importance of environmental control on application | This is important in my role of advising and managing my team of inspectors | 6 | Line manager | |
| 4th June & 10th Octr  Various | Professional | 2 x Council meetings of ICorr  Acted as professional assessor for MICorr and CEng applications | | Interaction with peers  Assessment of new ICorr applicants – | Assisting with ICorr management  Provision of advice | 12 | | Self  Self | |
| **Date** | **Class of activity** | **Brief description** | | **Learning Objectives.** | **Learning Outcomes** | **Hours spent** | | **How verified:**  **by certificate, manager, self** | |
| 15th Aug | Formal | Day’s seminar on corrosion failures in offshore structures | | learnt about unexpected and premature corrosion failures in a particular circumstance | Opportunity to network with peers in other organisations – also– we need to understand why | 8 | | Attendance certificate | |
| Various | Self-directed | Reviewed new material standard  Corrosion Control Journal | | The new published standard will be required by many or our clients and forms the basis of our new method statements which I am preparing.  This, industry-leading, journal reports on new findings in the area of corrosion engineering | Ensuring designs meet all Standards.  Know what is happening in the “corrosion world” | 6  12 | | Line Manager | |
| 16th Dec | Other | Attended Corrosion Engineering Conference – outreach activity | | Increase my knowledge of different areas of corrosion control | Opportunity to network with peers in other organisations | 24 | | Attendance certificate | |
| **Approximate total hours:** | | | | |  | **74** | |  | |