



CAREER DEVELOPMENT AND CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**COMMITTED TO MAINTAINING, IMPROVING
AND INCREASING KNOWLEDGE FOR ALL**



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CONTINUING PROFESSIONAL DEVELOPMENT

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CONTINUING PROFESSIONAL DEVELOPMENT

Now that you have qualified and chosen a career in Corrosion Prevention and Control, what do you need to do to obtain the professionalism and competence required to become a Professional Member of the Institute of Corrosion and to register as Chartered etc. with the Engineering Council and/or the Science Council? We hope the following will give you guidance as to your next steps.

The Institute of Corrosion is committed to promoting and supporting the professional development of all members and their requirement to undertake Continuing Professional Development.

1. WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?

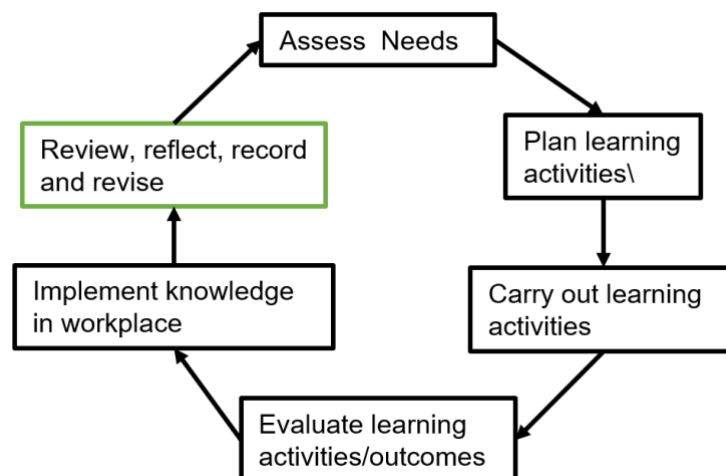
Professional Development (PD), is the process of learning, developing skills and the training required to work at a professional level. Initial Professional Development (IPD) covers the early training requirements following qualification and then the Continuing Professional Development (CPD) covering the training and lifelong learning throughout the whole of an individual's career.

Continuing Professional Development (CPD) is maintaining, improving and increasing your knowledge and skills, and the development of your personal qualities and maintaining the competence necessary for the execution of professional duties throughout your working life by:

- Keeping up with technology, systems, processes.
- Learning about new developments in your field.
- Improving existing skills.

CPD is a combination of approaches, ideas and techniques that will help you manage your own learning and growth. The focus of CPD is firmly on results and learning outcomes – the benefits that professional development can bring you in the real world. It means that you should take all necessary steps to maintain and enhance your competence through continuing professional development,

The CPD cycle is shown below:



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Most engineers already undertake CPD, but often with no deliberate planning. With a Career Development Plan (CDP), you can set milestones and learning goals to be achieved and it is beneficial for deciding on CPD activities. Before creating your CDP, it may be useful to conduct a self-assessment using a SWOT analysis (example below) which will assist you in determining the areas that will provide the most benefit to your development.

SWOT

Strengths	Weaknesses
Work experience Education Technical expertise Transferable skills Personal characteristics Good networking contacts Institutes/Associations/groups	Lack of work experience Limited education, different subject Limited technical knowledge Lack of job knowledge Weak interpersonal skills Negative personal characteristics
Opportunities	Threats
Positive trends in your field Enhancing education Fields in need of your skills Location – ability to move Strengthening your network Utilising your skills differently Enhancing personal development	Negative trends in your field Competition in your field Training and education obstacles Limited advancement in your field Limited ability to develop Limited positions in your area Market uncertainty

From there, you need to create a Career Development Plan. Using the following analysis in conjunction with your SWOT analysis will be of assistance in identifying your continuing professional development needs.

PRESENT JOB - WHERE AM I ?	
A brief description of my current job, e.g. duties, technical responsibilities, technical content, supervision received/given.	What knowledge and skills do I use at present e.g. planning, design, problem solving, legislation, communication?
FUTURE DEVELOPMENT - WHERE AM I GOING?	
What areas of my work are likely to change in the future, e.g. promotion, change of direction?	What additional knowledge and skills will I have to acquire in order to meet future challenges, e.g. work experience, courses, further qualifications?

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“**SMART**” goals. Now that you have identified your options, develop an action plan to implement this decision. Identify specific, time-bound goals and steps to accomplish your plan. Set short-term goals (to be achieved in one year or less) and long-term goals (to be achieved in one to five years).

- **S**pecific — Identify your goal clearly and specifically.
- **M**easurable — Include clear criteria to determine progress and accomplishment.
- **A**ttainable — The goal should have a 50 percent or greater chance of success.
- **R**elevant — The goal is important and relevant to you.
- **T**ime bound — Commit to a specific timeframe.

A sample CDP template is provided in Section 10.

Recording the activities you undertake against the plan will allow you to consciously reflect on your progress as an ongoing process so that when necessary, you can adjust your plan to suit life's changing needs, both professionally and personally. A CPD plan is also required for professional registration with the Engineering Council and Science Council.

2. WHY IS CPD IMPORTANT?

As a Corrosion Engineer or a Corrosion Technician, whether Chartered or not, you should make time for your professional development. Continuing professional development (CPD) is undertaken by you for your own benefit and for the benefit of your employer, client and customers.

At the time of attaining Professional Membership, Engineers and Technicians will have been assessed as having the professional competence to enable them to practice safely and effectively. They will also demonstrate a required commitment to maintain and update their competence and to comply with the professional codes of the Institute.

3. HOW DO I OBTAIN CPD?

4.1 CPD activities can come in many forms as listed below:

- Work based learning
- Professional activity
- Formal / Educational
- Self-directed learning
- Other

4.2 Work Based Learning may include

- Experiential Learning by doing the job – gaining, and learning from, experience – expanding role.
- Review of case studies/
- presentations/ literature
- Reflective practice
- Undertaking audits
- Coaching from others
- In-service training
- Discussions with colleagues – idea generation, problem solving, etc.
- Peer review of own work, including presentations to colleagues
- Involvement in wider work of employer (e.g. being a representative on a committee)
- Presentations to external clients, regulators, policy makers.

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- Work shadowing
- Site visits
- Secondments
- Job rotation
- Study groups/interest groups
- In-service training
- Supervising staff or students
- Visiting other departments and reporting back
- Expanding your role
- Analysing significant events
- Filling in self-assessment questionnaires
- Project work or project management
- Participating in a committee
- Quality assurance activities
- Developing pathways, protocols, guidelines, policy etc.
- Undertaking a project
- Participating in performance development, appraisal and goal setting

4.3 Professional Activity

- Involvement in a professional body such as ICorr and particularly YEP (Young ICorr/Young Engineer Programmes) and Branch Committees.
- Membership of a specialist interest group
- Lecturing or teaching
- Mentoring or coaching
- Being an examiner
- Being a tutor/lecturer
- Branch meetings
- Organising clubs or other specialist activities
- Maintaining or developing specialist skills
- Being an expert witness
- Participating in a committee
- Participating in standards work
- Membership of other professional bodies or groups
- Giving presentations at conferences
- Organising courses
- Supervising research
- Networking with professionals in other organisations.

4.4 Formal / Educational

- Attending training courses
- Workshops
- Further education
- Undertaking research
- Maintaining or developing specialist skills.
- Attending conferences
- Writing articles or papers
- Preparing presentations for conferences or technical meetings.
- Going to seminars
- Distance learning/online learning

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- Writing, planning or running a course
- Delivering training

4.5 Self-Directed Learning

- Reading books, journals and articles
- Conducting a literature search
- Online discussion groups
- Updating knowledge through the Internet, particularly Institute resources / libraries
- Reflective practice – assessing benefit of CPD activities to self, client or employer – identifying next steps.

4.6 Other

- Public service
- Voluntary work

The list is not exhaustive, and you will be best placed to identify your needs, the method that suits your learning style and importantly, your available time.

So, you can see, there is no shortage of opportunities for you to continue your professional development throughout your career.

4. CPD RECORDS

The essential test of CPD is whether or not you have gained new or enhanced knowledge and/or skills from the CPD experience. Recording the learning outcomes of your CPD is the most important part of the record as it is this that demonstrates the benefits of your training/development. The essential test is whether or not you have gained new or enhanced knowledge and/or skills from the CPD experience.

All ICorr Professional Members have a requirement to undertake and record their CPD under the Institute's Code of Conduct. Members should undertake CPD throughout their career as a means of developing and maintaining competence in the ever-evolving fields of engineering. CPD is an integral part of your professional working life and the need for it is independent of your career stage or status.

As a Professional Affiliate of the Engineering Council and a Licenced Member of the Science Council, the Institute of Corrosion requires its professional registrants to undertake and record their CPD.

ICorr recommends that professionally active members should undertake a minimum of 35 hours of CPD annually. Those on career breaks or retired members who are still professionally active, should also seek to maintain their competence through regular CPD and attendance at ICorr Branch Technical Programmes where CPD certificates will be issued.

Any Professional Member seeking registration as a Chartered Engineer or Chartered Scientist is required to maintain a detailed record of at least the last 3 years of their development, responsibilities and experience, verified by superiors or mentors, to provide best evidence for their Professional Review.

Your CPD record should include:

- Your name
- Your membership number

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- Your job title
- The title, type and content of the CPD activity
- The date of the activity
- Most importantly, a reflective account of what you gained from the CPD activity
- The number of hours of learning you gained from the CPD activity
- A career development plan for the period being reviewed and the coming year or longer.

5. mycareerpath®

ICorr pays an annual licence fee for use of the Engineering Council's mycareerpath® CPD software. mycareerpath® is an online professional development system, designed and managed by the Engineering Council, to plan, evidence and record professional development. The tool, which is compatible with smart phones, tablets, PCs and Macs, is accessed by logging on to the ICorr website and navigating to Members Area. It can be used by all members at any stage in their career and is not solely for the use of those going for or having professional registration with Engineering Council and Science Council, i.e. it can be used by any ICorr member as a record of their CPD plans and activities for employment, cathodic protection certification, coating inspection certification etc. The software is configured such that it can be used on any platform, PC, laptop, tablet or smartphone. You can register and/or log in to mycareerpath® on the ICorr Website via the members page at no cost to the member.

Once you have registered you can use the software to create your CPD plan, record your CPD, upload documents to support your record and send evidence records for review by others. Alternatively a CPD Log template is provided below.

mycareerpath® may also be used for recording members CPD activities for Certification records and renewals.

mycareerpath® can be used to plan, evidence and record CPD and can also be used to plan, evidence and record progress towards defined competency standards such as the requirements needed to meet the professional registrations of the Engineering Council (EngTech, IEng and CEng) and the Science Council (CSci, RSci and RSciTech).

6. CPD AUDITS

Each year, the Institute is required to audit a randomly selected, representative sample of registered engineers/scientists to confirm that they are carrying out the necessary CPD activities. This is also an opportunity for them to get feedback on their CPD records from trained volunteer assessors. If you're no longer professionally active or if your CPD is well covered by company appraisals which may be used. Then please let us know.


7. WHAT HAPPENS IF I DON'T DO IT?

If you're selected for audit of your CPD record and fail to engage or do not submit any records, you could face the ultimate sanction of losing your ICorr membership and registration.

If you have any queries about ICorr's CPD policy, please contact our office at; admin@icorr.org.

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8. SAMPLE CPD CERTIFICATE:

					
<h2 style="margin: 0;">CONTINUING PROFESSIONAL DEVELOPMENT</h2> <h3 style="margin: 0;">ICORR ?????????? BRANCH</h3>					
Date:		Time:		Duration:	
Location:					
Title:					
Presenter:					
<p>This CPD certificate is to certify the following has attended this Technical Event organised by ICorr ?????? Branch.</p>					
Attendee:					
Verified By:				Branch Representative	
Signed:					
<p>The Institute of Corrosion was founded in 1959 to promote the dissemination of technical information about corrosion matters and to develop by means of social activities, the free interchange of information among members, establish suitable qualifications for corrosion engineers, and promote the standardisation of the terminology and techniques of corrosion control.</p> <p>The Institute of Corrosion is recognised by numerous other Professional Bodies as offering technical presentations that contribute to an individual member's Professional Development requirements.</p>					

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9. CAREER DEVELOPMENT PLAN

Name:	
Job role, responsibilities, and engineering sector:	

Development activity			Evaluation	
Details of CPD activity	Dates	Effective learning time	Key Learning Points/Outcomes	Key Benefits/Value added <i>(How has this learning activity helped you? How will the learning be used in the future? How will this influence my DAP next year?)</i>

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10. CPD LOG

Name:			
Registration (<i>if applicable</i>)	CEng / IEng / EngTech / CSci (<i>delete as necessary</i>)	EC/SC Registration Number	
Membership Number			
Organisation and field of business:			
Organisation address:			
Job title and/or core responsibility:			
Period: (from - to)			

Date	Class of activity	Brief description of activity	Benefits: skills learnt, learning outcomes, etc. How has this benefitted your work practice?	Reflection on Benefits (what did you personally learn from it?). How has this benefitted users of your work?	Hours spent
	Work-based				
	Professional				

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Date	Class of activity	Brief description of activity	Benefits: skills learnt, learning outcomes, etc. How has this benefitted your work practice?	Reflection on Benefits (what did you personally learn from it?). How has this benefitted users of your work?	Hours spent
	Formal				
	Self-directed				
	Other				
Approximate total hours:					



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Please return this form to:

Institute of Corrosion, Corrosion House, 5 St Peters Gardens, Marefair, Northampton NN1 1SX

or by email (as pdf file) to:

Admin@icorr.org.