

# Initial and Continuous Development (IPD/CPD)



JOINING  
PROFESSIONAL  
INTEGRITY AND  
RECOGNITION

# Professional Development

Professional development is a learning process aimed at continuous improvement and growth. It is taking on the responsibility for your own life-long learning, which will be of benefit to you and your employer. It should be a seamless progression of learning experiences; starting in higher education, it is crucial during early employment and should be actively pursued throughout your career.

## Benefits of professional development

### For individuals:

- Improved job performance and satisfaction
- enhanced career development opportunities
- potentially more career earning power

### For employers:

- more capable, motivated staff
- improved business performance
- better recruitment, retention and deployment of staff

This guide seeks to provide you with all the information needed to start, maintain, record and evaluate your continuing professional development (CPD). A brief overview is provided below with more details found in the following pages.

Everyone should take a structured approach to professional development. It is the individual's responsibility to keep a record of their progress and to evaluate and plan at the end of each year.

The aim of CPD is to demonstrate that although you may have finished formal education you realise that advancements in engineering do not come to halt. It is also meant to act as a guide and record of the activities you have participated in to meet your career goals. You should participate in CPD to keep yourself up-to-date with the technologies relevant to you as an engineer or technician, in both your chosen discipline as well as any other discipline you hope to follow.

Preferably, all CPD activities will be linked to specific objectives. These can be set by your line manager and related to your professional career, or personal objectives that you have set for yourself. The aim of these is provide guidance and direction in relation to what CPD activities you do and therefore assist you in achieving your goals.

It is understood that you will not be able to link every CPD activity to a specific objective, there will always be activities you participate in out of interest as opposed to meeting a career goal. This is perfectly fine and these activities should still be recorded.

Generally, any activity that you participate in can count as a CPD activity as long as you demonstrate how that activity has benefitted you professionally, i.e. how the learning outcomes from that activity have improved you and your career progression.

On the following pages, you will see a list of types of activities that can count towards CPD.

Please be aware that this is by no means an exhaustive list and common sense and judgement should be used regarding an activity that is not listed or referred to explicitly. Further guidance can also be sought from The Welding Institute Membership Team.

Recording your learning activities enables you to think about what you have achieved, what you hope to achieve and how you can achieve it. Records also enable you to produce evidence of your progress when required.

There is no standardised way of recording CPD. Individuals can use the forms provided by The Welding Institute, create their own template (it must include the required information) or (members of The Welding Institute) may choose to use mycareerpath®, an online recording tool from the Engineering Council provided as a benefit of their membership.



# CPD Recording and Registration with the Engineering Council.

CPD is a vital part of Engineering Council registration and membership. The Engineering Council has directed that CPD commitment amongst registrants will be increasingly regulated. Subsequently, all professional engineering institutions are required to monitor their registrants CPD activities and request a sample of registrants to submit their records each year for review and feedback. Compulsory monitoring came into effect in January 2017, mandatory recording in January 2019 and sanctions for noncompliance in January 2020.

Details of the requirements, as set out by the Engineering Council CPD Code for Registrants can be found on page XXXX

The Institute conducts an annual review of its CPD regulations to ensure best practice.

# CPD Activities

- **Contribute to a volunteer only Committee**  
Any Committee that is volunteer only and can be for any organisation or institute. Non-engineering related Committees count, but please be aware the 'learning outcomes' received from these activities must be clearly related back to your professional development.
- **Acting in a volunteer capacity in support of the development of other engineers**  
For example, assessing or reviewing applications/individuals for professional membership or registration. Acting as a mentor or advisor for other engineers. Acting as a STEM Ambassador.
- **Higher education**  
Any qualification that sits at a UK level 4 or above. E.g. HNC, HND, foundation degree, bachelor degree, post graduate certificate, masters, PhD etc.
- **Training course (examined)**  
Any qualification, outside of Higher Education requiring an examination to be passed before it is awarded e.g. NVQ Level 3, City & Guilds, Apprenticeships, IWS, IWT, IWE etc.
- **Training course (attendance only)**  
Any courses that require attendance only and may not have a certificate awarded upon completion. For example, in-house training courses (health & safety, manual handling, managing people etc.), online courses.
- **Imparting knowledge**  
Writing and presenting at a conference or seminar; writing a book or article for publication; teaching or training others outside of your normal job role (i.e. providing guidance or knowledge for apprentices, colleagues, company's etc.)
- **Attendance at conferences/seminars/lectures/webinars (non-social)**  
Any event where you are receiving knowledge by a speaker rather than imparting it. Examples include The Welding Institute Branch Events, Technical Groups, webinars etc.
- **Private study/self-directed learning**  
Any study you participate in of your own accord. Please be aware that study participated in as part of a training course, higher education or research for a publication etc. should be recorded as that type of CPD rather than self-study. Self-study only refers to journals and articles that are read in magazines or publications for no other reason than interest and furthering your knowledge.
- **Work based learning or on-the-job training**  
Any training participated in your work place that does not fit the training activities mentioned above. This usually refers to training provided on a new piece of equipment or SOP.



## Continuous Professional Development (CPD)

Name: Mr. W. Elder \_\_\_\_\_ Membership Number: 431635

Start Date: 01/01/2017 \_\_\_\_\_ End Date: 31/12/2017 \_\_\_\_\_

### The Welding Institute Professional Development (CPD) credit system

Continuing Professional Development is an essential element in maintaining and developing your competence as a technician or engineer. It is important that you structure your learning to develop the knowledge and skills that you require to execute your job role, keep up to date with changing technologies and best practise as well as to understand customer requirements. The activities you participate in should enable you to maintain your competence in your current role as well as extending your competence to allow for future career progression.

Item	Types of Activity	Points per hour of activity	Maximum points per year allowed (to count towards CPD recognition) from one activity type*
1	Contribute to a volunteer only Committee e.g. A Welding Institute, BSI or Certification Committee etc.	4	60
2	Acting in a Volunteer capacity in regards to the development of other engineers.g. assessing or reviewing applications/ individuals for professional membership or registration. Acting as a mentor or advisor for other engineers. Acting as a STEM Ambassador.	4	40
3	Higher Education (UK Level 4 (or equivalent) and above) e.g. IWS or HNC and above	3	100
4	Training course (examined) e.g. CSWIP 3.2.	2	80
5	Training course (attendance only) e.g. in-house manual handling course	1	30
6	Imparting Knowledge (writing/presenting at a conference or seminar or teaching/training outside your normal job role)	3	60
7	Self-Study books/ journals/papers (not carried out in relation to further education/training etc.)	1	60
8	Attendance of conference/seminars/branch events/webinars (CPD recognised)	2	20
9	Work based learning/on the job training e.g. training provided on new machinery or equipment	2	40

\*the minimum points needed to meet the CPD requirements of The Welding Institute and receive a CPD Certificate at the end of the year are 100 points.

Date	Personal Development Objective	Activity	Learning Outcomes	Total Hours	Total Points*	Authentication Signature
15 Jan 2017		BSI Committee Meeting ISO XXXX	Expanded upon my knowledge of the standard ISO XXXX and therefore ensure that my work and company will maintain its certification	8	32	
23 Feb 2017	Become a Welding Engineer	Lecture on Welding Careers	Gathered further information on the various opportunities available in a welding career	2	2	
26 Apr 2017		Read journal article on Friction Stir Welding	Information on the application and usefulness of Friction Stir Welding	1	1	
5 May 2017	Become a Welding Engineer	CSWIP Senior Welding Inspector (3.2) course and exam	Furthered my knowledge of welding; I am now more confident in my assessment and inspection of a weld as well as the actions required to repair it	24	48	
24 May 2017	Become a Volunteer	Attended volunteer training workshop	Learnt how to act as a mentor for other engineers and provide assistance and guidance to apprentices	4	4	
20 Jun 2017		EUROMAT Conference	Expanded my knowledge on advanced materials and process. Will help with my IWS course as well as in my working role dealing with various material types	8	16	
5-12 Jul 2017	Learn French	Week long advanced French language course	Many of my clients are based in France and as such it is of a benefit to me and my company that I am able to communicate effectively with them	35	70	
13-16 Aug 2017	Gain the ability to manage my own accounts	Accountancy course	This 3 day intensive course provided me with the knowledge needed to manage my company's accounts. I can now issue invoices, conduct a tax return, work a PAYE system etc.	24	24	
Sep 2017	Become a Welding Engineer	Attended a Structural Integrity and NDT Technical Group Meeting on Optimising Inspection Techniques for Weld Flaw Assessments	Provided further knowledge on: how to identify cost saving through efficient structural design and inspection; how current inspection methods can be used to advantage to set flaw tolerance limits and be aware of limitations; and learnt about recent and potential future improvements to inspection and flaw assessment methods	8	16	
3 Oct 2017	Training course (examined) e.g. CSWIP 3.2.	In-house training on the new Virtual Reality Welding equipment and software	I learnt how to use, edit and teach others welding with Virtual Reality equipment	8	16	
31 Oct 2017	Training course (examined) e.g. CSWIP 3.2.	Lecture on ISO 3834, BS EN 1090 and ISO 147318-1 and RWC	Provided further insight to the requirements to become an RWC as well as the ISO's and EN 1090	3	6	
19 Nov 2017	Training course (examined) e.g. CSWIP 3.2.	Provided training course to apprentices on MIG/MAG/TIG welding	Gained further teaching experience, and learnt what works and what doesn't. Feedback received from apprentices also ensures that my approach is correct and providing the guidance/information required.	8	24	
8 Dec 2017	Training course (examined) e.g. CSWIP 3.2.	Acted as a STEM ambassador at a local School Event	Helped me improve my ability to connect with younger people and explain the benefits and enjoyment of welding as a career	8	32	
<b>Cumulative Hours/Points</b>				<b>141</b>	<b>291</b>	

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Name: Mr. W. Elder \_\_\_\_\_ Membership Number: 431635

Start Date: 01/01/2017 \_\_\_\_\_ End Date: 31/12/2017 \_\_\_\_\_

### Evaluation of your CPD activities

*(How have your CPD activities in so far met your objectives? Are any changes to your development objectives required? What do you need to do going forward to continue to meet your Professional Development Plan?)*

My CPD activities this year have had a substantial impact on my personal objective, even though not all of them were relevant to specific objectives, they all played a part. The technical training that I received (as well as my own self-study and attendance at conferences/lectures etc.), in conjunction with my volunteer training and activities provided me with the knowledge and confidence I needed to be able to assist my employees (especially my apprentices) with furthering their own knowledge and their career progression.

Going forward I hope to continue expanding my technical knowledge and aim to grow the knowledge and expertise of my apprentices, so that they too can achieve their career goals. From there I hope to grow my business further and use my knowledge of the French language to expand my business opportunities in France and then from there the rest of Europe. The time and effort I put into developing my staffs abilities will only aid in my company's growth in the future.

I certify that the CPD report is a true record of my CPD activities during the period stated

\_\_\_\_\_  
Name Signature Date



# Recording CPD

As mentioned there is no standardised way of recording CPD. Individuals can use whatever system or form they prefer as long as the information recorded – date, objective, activity, learning outcome, hours and a yearly evaluation – is included.

## Online recording for members

mycareerpath® is an online professional development system, designed by the Engineering Council and adopted by The Welding Institute for use by its members.

The system is mobile and tablet compatible, so records can be accessed or added to on the go. It is aligned with the UK Standard for Professional Engineering Competence (UK-SPEC) for EngTech, IEng, and CEng and progress can be measured and tracked against the competence statements for each registration category.

mycareerpath® enables users to create reports that are an amalgamation of plans and evidence over a specified period of time. Using mycareerpath® puts your complete records in one place so that they can be simply and easily sent to the Institute as part of your professional review, or to update them on your CPD record. You could even send your completed records to your employer as part of your appraisal.

Access to mycareerpath® is made via the Member Portal on The Welding Institute's website.

## Other methods of recording

The Welding Institute is able to provide individuals with copies of their CPD record book (available in hardcopy and electronic Word version) to record their CPD. Other notable recording methods include CSWIP issued Log Books and Excel spreadsheets.

Please be aware that members of The Welding Institute who meet the yearly point's requirement from the various activities will be given a certificate confirming that they have satisfied the Institute's requirement in respect of CPD.

An exemplar CPD record can be found in the following pages.

# Why Should I Undertake Professional Development?

If you are to maximise your potential for lifetime employability, it is essential that you maintain high levels of professional competence by continually upgrading your skills and knowledge.

The job market is changing all the time. You may no longer be able to rely on your employer to identify and satisfy your development needs. You may well move jobs four or five times during your working life. Therefore, you need to take ownership of your career and its continuing development.

These changes have increased the demands on people, in all walks of life, to keep documented evidence of their continued competence; and nowhere is this more important than in engineering, where technology is advancing so swiftly. You should be developing a personal portfolio of your professional activities and their relevance to your job competence and your career ambitions.

By taking a structured approach to professional development, you will be:

- demonstrating your continuing commitment to your profession
- developing the good practice of regularly reviewing your needs and selecting relevant learning activities to help fulfil them.

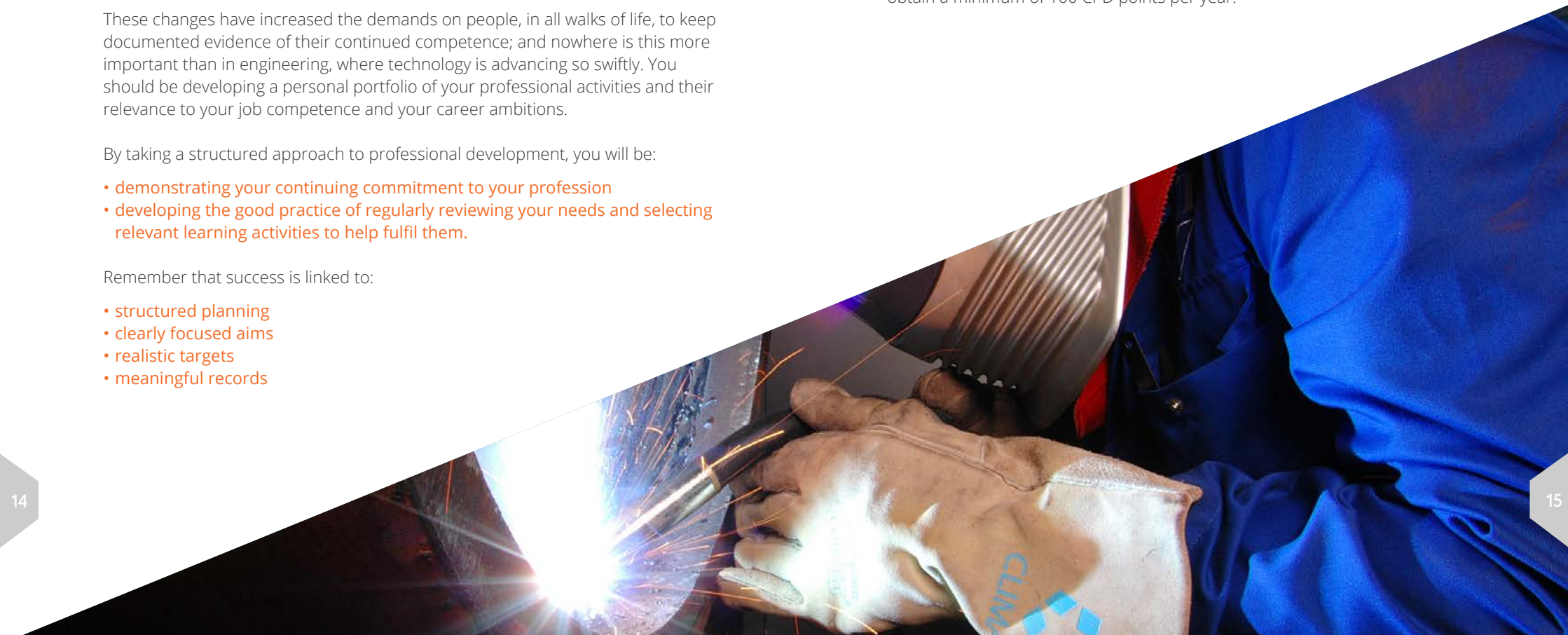
Remember that success is linked to:

- structured planning
- clearly focused aims
- realistic targets
- meaningful records

# How Much CPD Should I Do?

If you are to maintain and improve your standards of professional competence to remain employable, you will need to put in plenty of effort. However, when you consider all the activities, particularly at work and in the form of private study, that already add to your knowledge, skills and experience, you will realise that such an effort is feasible.

If you are a member of The Welding Institute, and would like to receive a CPD certificate confirming you have met The Institutes requirements for CPD, you must obtain a minimum of 100 CPD points per year.





# How to CPD?

For professional development to be effective, it must be part of a structured plan. Development plans must be subject to continual review in light of changing circumstances. Most importantly, they should be written down.

Planning is crucial: without it, you could arrive at the wrong destination. Planning helps you to be in control of your journey.

- **Identify your goals**

You will need to begin with your current situation. List where you would like to be or what you need to achieve in one year, five years and up to ten years, and consider the opportunities open to you to enable you to achieve these goals. You may wish to concentrate on just next year, or prefer to look at the overall picture. This will depend on your individual aspirations. Using the above timescales, you can start to put together a plan that will help you to arrive at your destination.

- **Determine the skills you need**

Once you have decided on your goals, think about the skills you will need to achieve them. For example, a welding engineer aspiring to be a welding manager would need to further develop 'soft skills' such as people management, language skills (if working for a multinational organisation), and team working skills

- **Set objectives**

To help you achieve your goals, you should list your own professional development objectives. At this stage, it would be useful to consider your goals: the skills you will need to achieve them, setting time for achieving them, and setting aside the resources needed.

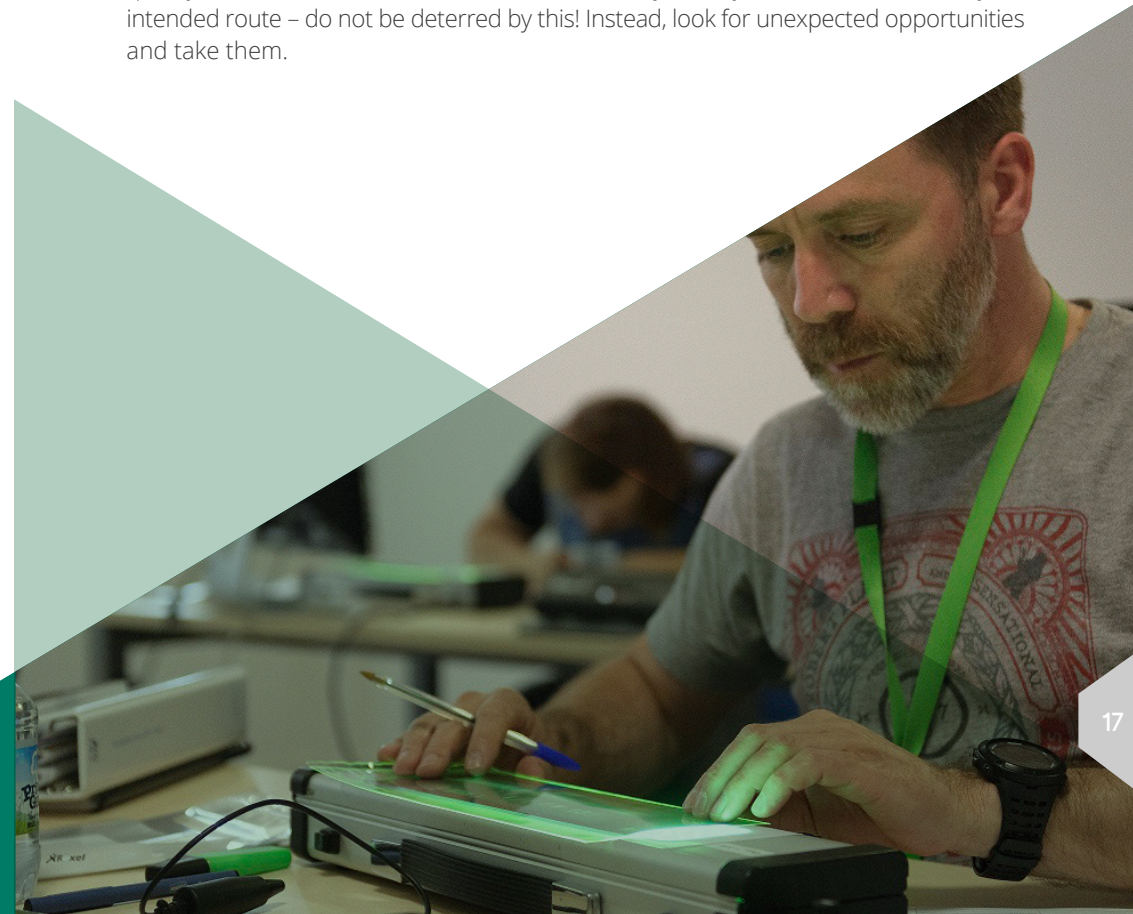
- **Record your activities**

Your CPD records are an excellent way to demonstrate that your knowledge and skills are up-to-date. Keep a record of your CPD activities and after each activity, reflect on what you have gained. Recording CPD is beneficial in a number of ways – providing information to current and potential employers, evidencing competences when applying for professional registration and aiding personal review.

- **Evaluate**

Professional development should be evaluated by asking yourself 'what did I learn from that and how can I use my newfound knowledge?' Your records should reflect this. Will you achieve your goals? If not, action must be taken to get back on track or perhaps your interests or goals have changed? If so, a review of your development objectives is needed so you can accomplish your new goals. For example, after a while, our aspiring welding engineer may decide that he or she is more interested in quality assurance rather than management. He or she should review their development objectives.

All is not lost as some management requirements such as people management skills are transferable, but the welding engineer should now further develop skills in quality assurance. If unforeseen difficulties arise, you may have to deviate from your intended route – do not be deterred by this! Instead, look for unexpected opportunities and take them.



# What Activities are Relevant?

This will depend on your job and your personal ambitions but, in simple terms, the answer is 'anything that adds to your personal store of relevant skills, knowledge and experience'. There is a wide variety of jobs and levels of responsibility and will be reflected in your continuing learning needs, which will be equally varied.

This is why the range of subjects that can be included is unlimited. However, it is recommended that, in order to develop your expertise on a broad front, you consider learning in the following areas:

- developing your technical knowledge and skills in your current field
- broadening your technical knowledge and skills into other fields, thereby enabling you to move to another job if the need or opportunity arises
- acquiring non-technical knowledge and skills ('soft skills'), e.g. management techniques, communication and presentation skills, law (health and safety, environmental, employment), finance, languages. All these prepare you for wider or greater responsibilities.

# Where should I undertake professional development?

Professional development may be achieved in any of the following ways, depending on your circumstances, learning style and the opportunities open to you.

- at home - private study, such as distance learning; special projects or structured study, which may involve reading, watching TV and online learning, radio programmes; and writing papers for presentation or publication
- at work - where simply by completing day-to-day activities, you acquire relevant knowledge and skills through on-the-job learning and company provision at events – such as presentations, lectures, seminars, conferences and also formal courses of study, whether or not they lead to an examination.



# Frequently Asked Questions

**I am fully retired but wish to keep my membership and registration; do I still have to participate in CPD recording?**

If you are fully retired you do not have to participate in CPD to maintain your membership and registration. However, if you are acting as a volunteer for an Institute, the Engineering Council has stipulated that you are considered 'professionally active' and therefore are required to maintain CPD records.

**If I do not meet the 100 points of CPD activities required by The Institute each year, will I lose my membership and registration?**

No. The minimum requirements set by The Welding Institute are what members and registrants need to meet in order to get a CPD certificate at the end of the year. Members and registrants who do not meet the minimum requirements for a certificate but still maintain CPD records in line with Engineering Council guidelines will be fulfilling the criteria required to maintain their registration.

**I have been made redundant, am I required to maintain CPD records in order to keep my registration?**

Yes. The Institute provides numerous opportunities for individuals not currently employed to participate in events that not only will contribute to their CPD but also offer them the opportunity to network, gain new connections, improve their technical knowledge and as a result improve their prospects of employment.

**I am on a career break, am I required to maintain CPD records in order to keep my registration?**

No. Any individual who informs The Welding Institute that they are on a career break is exempted from maintaining records and will not be called upon to submit CPD records for audit.

**What happens if my CPD record is called for submission in a yearly audit?**

You will receive an email asking you to submit your CPD via our online CPD platform - mycareerpath. Instructions will be provided in the correspondence you receive. Once submitted, your CPD it will be sent to our reviewers, who will review and offer feedback and advice where relevant. If you have met the minimum requirements for a CPD certificate, one will be sent automatically.

**Can I still submit my CPD record for review and the issuing of a certificate even if I have not been requested to submit it via a CPD audit?**

Yes, however we cannot guarantee that feedback or a certificate will be received immediately. Outside of the audit period, reviewers are limited in the time they have to review CPD and can only do so periodically.

**Do I have to use The Welding Institutes CPD forms or can I use my own?**

You can use any format you wish to record your CPD as long as it conforms to the Engineering Councils regulations and incorporates the same details that you will find on The Welding Institutes forms.

## The Engineering Council CPD Code

**Professional Commitment and Continuing Professional Development**

All Engineering Council registrants make a commitment to maintaining and enhancing their competence. In practice, this means undertaking Continuing Professional Development.

The requirement is set out in the UK Standard for Professional Engineering Competence (UK-SPEC) and the obligation is explained on the back cover.



# CPD Code for Registrants

Engineering Technicians, Incorporated Engineers and Chartered Engineers should take all necessary steps to maintain and enhance their competence through CPD.

**In particular, they should:**

1. take ownership of their learning and development needs, and develop a plan to indicate how they might meet these, in discussion with their employer, as appropriate
2. undertake a variety of development activities, both in accordance with this plan and in response to other opportunities which may arise
3. record their CPD activities
4. reflect upon what they have learned or achieved through their CPD activities and record these reflections
5. evaluate their CPD activities against any objectives which they have set and record this evaluation
6. review their learning and development plan regularly following reflection and assessment of future needs
7. support the learning and development of others through activities such as mentoring, and sharing professional expertise and knowledge.





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