

SOE CPD POLICY AND GUIDANCE JUNE 2019

Policy

All members have a requirement to undertake and record their CPD under the Society's Code of Conduct (link). Members should undertake CPD throughout their career as a means of maintaining and developing competence in the ever-evolving fields of engineering. CPD is an integral part of professional working life and the need for it is not dependent on career stage or status.

For registrants of the Engineering Council and/or, the Society for the Environment CPD is mandatory and underpins the value of the professional titles of Engineering Technician (EngTech), Incorporated Engineer (IEng), Chartered Engineer (CEng) and Chartered Environmentalist (CEnv).

Statement

"The Society of Operations Engineers is committed to promoting and supporting the professional development of all members and their requirement to undertake Continuing Professional Development (CPD)".

What is CPD?

The SOE uses the following definition of Continuing Professional Development (CPD): It is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout an individuals working life.

Put simply, it is a life-long learning approach to planning, managing and benefiting from development activities.

What constitutes CPD?

CPD comes in a variety of different forms and can include:

- Learning by doing/on the job learning
- Case studies
- Job shadowing
- Project work
- Discussions with colleagues
- Using new equipment correctly and safely
- Lecturing or teaching
- Mentoring
- Writing/giving presentations
- Training others
- Formal courses
- Research
- Writing articles or papers
- Distance or online learning
- Institute activities
- Reading journals or articles
- Lectures or seminars
- 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.

You are already undertaking CPD while reading this. It is expanding your knowledge of a requirement placed on you by wider society due to your recognition as a professional person. As an engineering professional your colleagues, employers, clients, and stakeholders of any kind will expect you to maintain and develop your skills and knowledge.

The SOE has further guidance on CPD activities and offers opportunities for CPD through volunteering, local events, journals, online content and involvement in committees, panels, and more.

Why should I undertake CPD?

There are numerous reasons to undertake CPD and these depend primarily on your own circumstances; the need for career progression, continuing competence in your current job or indeed to support any additional roles which you undertake away from your primary job such as voluntary work, mentoring, etc.

Additionally, you may be considering long term goals towards a future specific role or level of professional registration, which will require different knowledge and skills to your current position.

It is important to recognise that as a professional engineer you have an obligation to yourself, society and the environment to maintain and develop your skills and knowledge.

Registrants with the Engineering Council and the Society for the Environment are required to undertake and record CPD activities, and all members are also expected to do so.

How much CPD should I do?

The SOE 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.

Plan to succeed

Most engineering professionals already undertake CPD, but this is often on a casual basis with no deliberate planning. By developing a plan (where am I now, where do I want to be and when?) you can set milestones and learning goals to be achieved.

Recording the activities you undertake against the plan will allow you to consciously reflect on your progress as a cyclical process so that when necessary, you can adjust your plan to suit life's changing needs both professionally and personally.

What is expected of me as a member of SOE?

You shall:

- Take ownership of your development needs and develop a plan to meet those needs in discussion with your employer/mentor, as appropriate.
- Undertake development activities appropriate to your plan.
- Record your CPD activities.
- Reflect on learning outcomes and record reflections.
- Evaluate activities against plan and record evaluations.
- Review your plan regularly following reflection and evaluation.
- Support the learning and development of others through activities such as mentoring and by sharing professional expertise and knowledge.

Why will SOE want to see my CPD?

The SOE is mandated by the Engineering Council and the Society for the Environment to audit the CPD of a percentage of its registered membership annually. If you are requested to submit your CPD it is compulsory for you to do so within the timeframe sent out in the letter of request.

If you do not respond within the time frame outlined, the SOE may commence disciplinary proceedings for breach of the Society's code of conduct. SOE would like to reassure all registered members that we will support all those who struggle to demonstrate 35 hours of CPD, offering feedback and advice on where CPD may be gained or may have been gained without realising.

Registered members who are on career breaks or have other mitigating circumstances should contact the SOE as soon as possible after receiving a CPD request to discuss alternative arrangements.

Will this affect me?

The policy statement clearly shows that all registrants have a requirement to undertake CPD and the SOE reviews the CPD of registrants on application to the Engineering Council and the Society for the Environment Registers, and on election to Fellow. Additionally, Trustee Board members, Professional

Sector Council (PSC) members, Membership and Professional Standards Committee members and SOE Staff members who are registrants will also be subject to audit. SOE will also audit a percentage of all registrants annually, in line with Engineering Council and Society for the Environment regulations.

Those members who are not registered, or fall into any of the categories above, are not currently required to submit their CPD records but are expected to have a plan in place to support their future aspirations.

What is the audit process?

Auditing will be conducted monthly. The audit sample will be selected randomly, and selected members will be sent an email outlining the audit requirements and the time frame for a response.

The accompanying explanatory notes will give advice for those who may have difficulty in meeting the deadline or who feel that the audit does not affect them at this time i.e. they are on maternity leave, retired etc.

As each request is met it will be acknowledged and a peer review conducted. The results of the review with constructive comments and advice where necessary, will be sent to the member at the end of the stipulated period.

The format of submissions is not prescriptive, and members are able to utilise recording tools supplied by SOE, current employment performance review documentation, CPD logs for other institutions, or other suitable methods. A template is available from the SOE Registration Team.

What should I include?

Your CPD record should include:

- Your name
- Your membership number
- Your job title
- The title, type and content of the CPD activity
- The date of the activity
- A reflective account of what you gained from the CPD activity
- The number of hours of learning you gained from the CPD activity
- A professional development plan for period being reviewed and the coming year

If you have any questions at all, please get in touch with the Registration team on registration@soe.org.uk or 0207 630 6666.