

**Continuing Professional Development Guidance**

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# Introduction

Continuing professional development (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 ICE member, you need to manage your own professional development. ICE regularly monitors the CPD activities of professionally qualified members. If requested to, you should be able to send us an annual record of your past year’s CPD.

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.

Our CPD team is always happy to offer advice, and you can get in touch on +44 (0)20 7665 2334 or by emailing cpd@ice.org.uk.

# Benefits of CPD

Demonstrate your professional pride and integrity

Life is competitive and civil engineering is no different. It makes sense to allocate time to maintaining and developing your knowledge and skills.

As an ICE member, you are likely to have plenty of opportunities to keep your professional competence up to date – spending time at briefings, reading relevant publications, on the job learning and going to conferences, presentations, and courses.

When you use the CPD concept to record your development, identify skills gaps and plan how to fill them, you will show the commitment you are making to your career and to upholding professional standards.

Client reassurance

You can also demonstrate your expertise to clients and stakeholders by showing your knowledge of current regulations and effective civil engineering practice.

Career development

Whether you are newly qualified or an experienced civil engineer, planning ahead will help you identify the skills, experience, and qualifications you need to keep your career moving upward. It will also help you make the most of learning opportunities.

By recording the steps, you take to achieve new learning, you will demonstrate your commitment, knowledge, and relevant experience, and show you are suitable for future work roles.

# Current practice in CPD

Best CPD practice is always changing. Employers are also taking it increasingly seriously.

ICE defines CPD as:

*“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 your working life.”*

The Institution’s Rules of [Professional Conduct](https://www.ice.org.uk/ICEDevelopmentWebPortal/media/Documents/About%20Us/ice-code-of-professional-conduct.pdf) states that CPD is a formal requirement for members at all grades. It says that:

* Allmembers shall only undertake work that they are competent to do
* All members shall develop their professional knowledge, skills and competence on a continuing basis and shall give all reasonable assistance to further the education, training and continuing professional development of others
* All members shall have full regard for the public interest, particularly in relation to matters of health and safety, and in relation to the well-being of future generations and they shall show due regard for the environment and for the sustainable management of natural resources

It is the responsibility of the individual to define their own learning needs and undertake appropriate CPD to maintain and develop the professional knowledge, skills, and competence they need.

ICE recommends that members follow a regular CPD cycle and review their learning needs at least once a year. This can be done by identifying their development needs, creating a Development Action Plan (DAP), carrying out and recording their development activities in a Personal Development Record (PDR), and then reflecting on their development to identify new development needs for the next cycle.

**Students**

As a student member you are gaining the academic knowledge that will serve as a base to becoming professionally qualified. It is not mandatory to record your CPD (unless you are on an apprenticeship, and it is a requirement of your End Point Assessment) but it is good practice to start thinking about the knowledge and skills that you gain outside of your formal training and how it contributes to your lifelong learning.

**Graduates**

As a graduate member working towards professional qualification, you will be identifying your learning needs and setting objectives to gain the knowledge and skills required to assist you in your role. Up to the Professional Review stage, you should record a minimum of 30 hours effective learning per year to support your Initial Professional Development (IPD). When you apply for Professional Review, you will be required to submit CPD records as part of your application. This shows that you are committed to your professional development.

**Professionally qualified engineers must formally record their CPD**

As well as doing CPD, ICE members (MICE and FICE)[[1]](#footnote-2) are required to keep a written record of their Continuing Professional Development and, on written request, submit a copy of their CPD Record to ICE. If a member does not submit their CPD record after two requests, the [Admissions, Qualification and Training Regulations](https://www.ice.org.uk/about-ice/who-runs-ice/royal-charter)[[2]](#footnote-3) state that their name will be reported to the Trustee Board.

Members (MICE) and Fellows (FICE) who do not submit their CPD records to ICE after two written requests will receive a formal letter from the Vice President of Membership. This will remind them of their obligation to submit CPD records as stipulated in both ICE’s and the Engineering Council’s regulations.

They will then be given a final opportunity to submit their CPD records. If a member fails to submit after the final request, they will be removed from the ICE membership roll, Engineering Council and Society for the Environment Registers (if applicable).

Whilst the current arrangements place responsibility on the individual, implicitly they also place responsibility on ICE to:

* Provide ICE members with opportunities for CPD activities (i.e. the knowledge offer)
* Define the Code of Professional Conduct and ensure that members adhere to it
* Audit CPD records, to meet the Engineering Council licence requirements, as outlined in the [Engineering Council CPD Policy Statement](https://www.engc.org.uk/cpd.aspx)
* Audit the CPD records of ICE’s Chartered Environmentalists in line with the [Society for the Environment’s CPD policy](https://socenv.org.uk/wp-content/uploads/2022/02/cpd_policy.pdf)
* Provide valuable guidance and feedback to members on how best to plan and record their CPD

ICE’s CPD Framework

In 2022 ICE launched a new framework of key CPD topics that professionally qualified members are strongly recommended to undertake as appropriate, in addition to their personal learning as part of their ongoing development. Members are advised to include the topics in the framework as part of their CPD. View the [framework](https://www.ice.org.uk/membership/ice-cpd-framework/) on the website.

Any learning activities that you complete that align with ICE’s CPD framework should be recorded within your CPD record.

How much CPD should you do?

Up to the Professional Review stage, you should be recording a minimum of 30 hours effective learning per year to support your IPD.

Later in your career, you will need to do enough to continue developing and maintaining the professional knowledge, skills, and experience that you need for your role. This can be achieved initially by mapping out your learning and development requirements at the start of each year and completing appropriate CPD throughout. As the amount of CPD that you carry out is relative to developing and maintaining your competence, ICE does not set a minimum CPD hours requirement. The number of CPD hours that a member completes will vary based on their registration grade, level of experience, role and responsibility, and future career plans. Members generally tend to complete an average of thirty CPD hours a year.

There are circumstances when you don’t need to do CPD – for example when you:

* Are on or about to go on parental leave
* Are retired and no longer involved in activity that entails the application of engineering competence
* Have been unemployed for more than six months
* Are suffering from any illness or disability which prevents you from undertaking CPD

If any of the above apply to you, we would still encourage you to record your development, such as reading relevant publications or web-based research. However, we would consider you for exemption from audit of your CPD records. If you are requested to submit your CPD as part of the annual audit and you think you may be exempt for any reason, please contact cpd@ice.org.uk and an ICE member of staff will be happy to advise.

# The CPD cycle

Think of your CPD as a cycle. In the diagram, the white boxes show you how to approach and structure your CPD. The blue boxes show you how you can plan and record your CPD.

We recommend you use the templates in [Appendix A](#_Appendix_A_–_1) and [Appendix B](#_Appendix_B_–_2) of this guide to record your CPD planning and activities.

# Development Action Plan (DAP)

Your DAP will work best if it combines the first two steps of the CPD cycle – your review and plan. You will decide how often this should take place, but we recommend that you do it at least once a year.

Review

First, you should review your recent performance. Identify both your current competences and the areas where you need further learning and development. A SWOT (strengths, weaknesses, opportunities, threats) analysis is a useful tool for this.

Your analysis should consider your short-term and long-term development goals, as well as ‘hard’ (technical) and ‘soft’ (behavioural) performance. You should also think holistically – look at what your employer needs, and what ICE, society and the law expect of you.

Find more examples of areas for personal development in [Appendix C.](#_Appendix_C_–)

Plan

Having prioritised your CPD needs, you should draw up a plan to meet them. Think about possible activities, resources, and timescales.

ICE’s CPD framework presents topics highly recommended for professionally qualified ICE members to undertake as part of their annual CPD, we recommend including any appropriate topics in your plan.

‘Resources’ will be wide-ranging, and might include advice from colleagues, secondments or assignments, books and journals, the internet, open/distance learning material, conferences, and courses. The cheapest and often the most effective CPD is on-the-job learning. You should also decide how you will know if your activities have been successful.

Specific timescales will help you to prioritise the planning of your activities, which should enable more efficient professional development.

Find a template development action plan in [Appendix A.](#_Appendix_A_–_1)

# Personal Development Record (PDR)

Your PDR will work best if it combines the last two steps of the CPD cycle – the record of your CPD activities, and their evaluation.

Development activities

This is about putting your plan into practice. Your learning activities should not just consist of formal training like attending courses and lectures. On the job learning, reading articles and journals, and listening to podcasts can all count towards CPD. There are many activities you can do – ideas for subjects and activities are included in [Appendix D](#_Appendix_D_–).

You will come across different types of CPD; the activities that you plan and carry out, as well as the unplanned CPD opportunities that you might find along the way. Your DAP and PDR should not be an exact match; unplanned learning activities are just as valuable as those that you carry out to satisfy your DAP.

Please remember to highlight in your records any learning activity that aligns to a topic in ICE’s CPD Framework.

To identify the amount of effective learning time for your activities, you should consider how much ‘learning time’ you think the activity provided for you, rather than the duration of time the activity took to complete. You may find that if you have little to reflect on when it comes to evaluating your CPD activities, this could suggest that the ‘effective learning time’ was less than you may have perceived. See the section on ‘Evaluation’ to find guidance on reflecting.

ICE tries not to be too prescriptive with how members choose to record their CPD but generally, we advise that a day’s activity should be no more than 6 hours and that you should not claim more than 30 hours for one CPD activity.

Evaluation

Once you have done any CPD activity, it is important to record it. You should reflect by identifying what you have learned (the key learning points) and how it has helped you (the key benefits/value added). Moving forward, will the activity make you think or act differently?

When you have completed this record, do you still feel your plan is good enough? Does it need updating?

Will you plan to delve deeper into this topic, perhaps adding it to next year’s DAP?

We recommend you record and evaluate your CPD using the personal development record template in Appendix B.

# Support for your CPD

Whilst the Regulations[[3]](#footnote-4) and the Institution’s Code of Professional Conduct set the framework, CPD is a personal responsibility. The templates and platforms on which CPD is recorded is your choice, but ICE strongly recommends that you adopt the templates outlined in Appendices [A](#_Appendix_A_–_1) and [B](#_Appendix_B_–_2). This will enable you to better focus the planning, recording and reflection on CPD required to fulfil your role in accordance with the CPD cycle. If your CPD record is not submitted on ICE templates, the format should comply with the [Engineering Council’s CPD Code for Registrants](https://www.engc.org.uk/cpd.aspx) as a minimum standard. If you record your CPD for another Professional body licensed by Engineering Council, this is an acceptable way to record your CPD.

If your employer gives you regular performance appraisals, these can provide good CPD documentation and may take place within a framework of training support.

Any development activities you do that are above and beyond your employer’s business priorities should be recorded on the personal development record – see Appendices [C](#_Appendix_C_–) and [D](#_Appendix_D_–).

ICE offers a range of training and career development options including qualifications, [courses](https://www.icetraining.org.uk/), [lectures](https://www.ice.org.uk/events), [books and other publications](https://www.ice.org.uk/knowledge-and-resources/ice-publishing-journals). For further information, please visit the ICE website.

Summary

Once you’ve completed the full CPD cycle, you will have new learning and development needs, and the process simply starts again.

You can see that your DAP links to your PDR. We recommend providing a reference code for each objective for improvement in the plan. Then, in your PDR:

* When you complete a learning activity that contributes to achieving an objective in your DAP, list the relevant reference code next to it
* Not all CPD needs to refer to your DAP objectives, its good practice to record any learning even if it doesn’t relate to the objectives you set yourself in your plan
* Evaluate all of these learning activities

Your employer may provide many resources and help you plan and evaluate but ultimately, your CPD should focus on your own development goals, not just your employer’s priorities. You should set your own goals, motivate yourself and manage your CPD. You can also include any education and training you plan and undertake as long as the education isn’t a qualification you have or will use to achieve the required academic base to become professionally qualified.

# Annual CPD Audit

The Annual CPD Audit begins in February. Each year, a random sample of professionally active members are contacted via email and requested to submit their CPD records.

Members (MICE) and Fellows (FICE) who do not submit their CPD records to ICE after three requests (or provide a valid reason for exemption) will be removed from the membership roll, the Engineering Council and Society for the Environment (as applicable).

If you are requested to submit your CPD as part of the Annual CPD Audit, you will receive an email from cpd@ice.org.uk asking you to submit:

If you use the ICE forms:

* Your latest Personal Development Record (PDR). Please note that to be viewed as current, the PDR should have been recorded within the previous 12 months
* Your Development Action Plan (DAP) that outlines the objectives that you created before completing the learning activities in your PDR
* Please ensure you include your current job role and responsibilities along with an indication of the engineering sector you are working in so that we understand the context of your CPD planning and actions

If you are submitting the details in other formats, the information must:

* Comply with the [Engineering Council’s CPD Code for Registrants](https://protect-eu.mimecast.com/s/28-NCgLQNuAB469CN20Fb?domain=engc.org.uk) as a minimum standard
* Include your current job role and responsibilities, so that we understand the context of your CPD planning and actions

In return, a peer review by the ICE CPD Auditors will provide a high-level assessment of your CPD records, which will be sent in August.

Competence

It is vital that you make your CPD records as effective as possible. As the diagram below shows, your key stakeholders will increasingly demand proof of your continuing competence.

# Appendix A – Template of CPD development action plan

**Please copy and paste this template into a new word document when submitting your CPD record**

|  |
| --- |
| Name:  |
| Job role, responsibilities, and engineering sector:  |
| Review of learning needs | **Development plan** |
| Date | **Ref** | **In what area do I need to improve my performance?\*** | **What do I need to learn in order to achieve this?** | **What will I do to achieve this?** | **What are the likely resources and support that I will need?** | **How will I evaluate a successful outcome?** | **What are my deadlines for meeting this target?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Please consider and include any appropriate ICE CPD Framework topics and highlight them within your plan.

# Appendix B – Template of CPD personal development record

**Please copy and paste this template into a new word document when submitting your CPD record**

|  |
| --- |
| Name:  |
| Job role, responsibilities, and engineering sector:  |
| Development activity | **Evaluation** |
| Details of CPD activity*If applicable, please include what ICE CPD Framework topic this aligns to.* | **Dates** | **Effective learning time** | **Dev. Plan ref.[[4]](#footnote-5)** | **Key Learning Points** | **Key Benefits/Value added***How has this learning activity helped you?**How will the learning be used in the future?**How will this influence my DAP next year?* |
|  |  |  |  |  |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Appendix C – Example subject areas for development

This list of subjects and topics will help you identify your development needs. However, this list isn’t exhaustive, and you might be able to include other subjects and topics, provided they help your development.

**Self-Development**

* Interpersonal skills
* Leadership and team management
* Decision making
* Stress management
* Time management and delegation skills
* Career development and planning
* Foreign languages
* Professional ethics and rules of conduct

**Communication**

* Report and letter writing skills
* Interview skills
* Negotiating skills
* Managing meetings
* Information management, General Data Protection Regulations 2018
* Presentation skills
* In house, to clients, at public meetings

**Strategic Management**

* Establishing practice strategy and developing business plans
* Improving employer’s performance – business improvement
* Health and safety legislation, policy and procedures
* Quality assurance and quality management
* Environmental management
* Employee relations and human resource management
* Diversity management –Equality Act 2010
* Training and development of others

**Technical**

* Detail design
* Environmental design/technology/impact analysis
* New design skills
* Procurement – estimates, bids and tenders
* Construction site management
* CAD/ BIM
* Energy efficiency/energy conservation
* New building materials
* New forms of contract and partnering

 **Legislative**

* Construction regulations
* Construction contract law
* Health and safety legislation
* Environmental legislation
* Employment legislation
* Different forms of contract

**Associated professional areas**

* Adjudication
* Architecture
* Arbitration
* Facilities management
* Planning supervision
* Project management

**Working with others**

* Team leadership
* Motivation skills
* Negotiation skills
* Delegation skills
* Managing poor performance
* Performance appraisals

**Business practice**

* Client care and management
* Marketing skills and techniques
* Public relations; dealing with media and VIPs

**Information technology**

* Information Technology:

In house systems; external computer services; personal computing skills; specialist software

**Contract management**

* Financial planning and management - reporting systems, establishing a budget, cost control systems, cash flow, profit and loss account, balance sheets, VAT and taxation, project finance, EU and government grants
* Procurement procedures
* Contract management
* Terms of appointment and contract administration
* Risk management
* Disputes resolution

 **Specialist interest areas**

* Energy
* Environment and conservation
* Ground
* Maritime
* Public sector / municipal
* Research and innovation
* Structural and building surveying
* Transport
* Water
* Virtual design
* Urban planning and design

**Health, safety and welfare**

* Legislation
* Evaluation of role of Health and Safety Executive (HSE)
* Personal responsibility for health, safety and welfare
* Collaborative Reporting for Safer Structures (CROSS)
* Standing Committee on Structural Safety (SCOSS)
* Management of health, safety and welfare in design
* Management of health, safety and welfare on site
* CSCS scheme

# Appendix D – Example development activities

This is a list of example CPD activities. However, it isn’t exhaustive, and you may choose to include other activities as long as they contribute towards your development.

* Learning on the job
* Peer guidance and discussion
* Employer’s training and presentations
* Attending trade exhibitions and systematically gathering information and knowledge to develop as an engineer
* Structured reading (test your understanding of the reading material)
* Work shadowing to add to your stack of knowledge and expertise for routine tasks
* Promoting engineering in primary and secondary schools
* Technical presentations
* Writing reports and writing for publication
* Preparation of CPD presentations to colleagues and other professionals
* Exposure to new situations at work which require action
* Participating in careers conventions
* Job secondment
* Regional ICE events
* Listening to training CDs for research purposes and technical information
* Participating in ICE activities such as acting as a reviewer, a student liaison officer or joining a committee where new initiatives and ideas are discussed
* Sharing knowledge and expertise with others
* Allied professional events
* Acting as a coach or mentor for a fellow professional
* Lecturing at organised events
* Research both on the job and for further qualification
* Teaching (for those not in teaching post)
* Self-study through reading textbooks or study packs
* Personal learning from the internet
* Validated and accredited qualifications **(not if used to achieve required educational base)**
* Formal distance and open-learning courses **(not if used to achieve required educational base)**
* Conferences, seminars and workshops



**Our vision**

**Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.**

**Core purpose**

* **To develop and qualify professionals engaged in civil engineering**
* **To exchange knowledge and best practice for the creation of a sustainable and built environment**
* **To promote our contribution to society worldwide**

**Diversity statement**

**As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement**



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1. i.e. MICE, EngTech MICE, IEng MICE, CEng MICE, FICE, EngTech FICE, IEng FICE, CEng FICE [↑](#footnote-ref-2)
2. See the [Admission, Qualification and Training Regulations](https://www.ice.org.uk/about-ice/who-runs-ice/royal-charter) approved by Trustee Board in 2019 (page 7) [↑](#footnote-ref-3)
3. See the [Admission, Qualification and Training Regulations](https://www.ice.org.uk/about-ice/who-runs-ice/royal-charter) approved by Trustee Board in 2019 [↑](#footnote-ref-4)
4. Mark any undertaken CPD activity that is an addition to achieving your objectives as ‘unplanned’. [↑](#footnote-ref-5)