

Continuing Professional Development (CPD) Guidelines for Corporate members

These guidelines set out the criteria for satisfying the CIWEM Continuing Professional Development (CPD) requirements for Corporate grades of membership (MCIWEM, C.WEM, Fellows of the Institution). CIWEM recognises the increased pressure that members face in meeting their employer's needs with regard to Continuing Professional Development and those of their professional body.

The Institution aims to help members present the necessary information to meet the requirements easily, clearly and concisely. This can be done via the members' area of our website members.ciwem.org where you can record, reflect and plan your development needs.

What is CPD?

CPD refers to a range of learning activities through which members maintain and develop their skills throughout their career to ensure that they retain their capacity to operate safely, effectively, and legally within their sphere of environmental management. Continual learning and development enables individuals to keep professional skills and knowledge up to date.

The Need for CPD

Most CIWEM Corporate members hold positions of high responsibility, which involve planning, designing, operating and maintaining the national environmental infrastructure and assets on behalf of the wider public.

CIWEM has its own requirements and expectations for CPD. Members who are also registered with the Engineering Council and/or Science Council and/or Society for the Environment (CEng, IEng, EngTech, CSci or CEnv), are additionally expected by the external Registration Authorities to be recording, reflecting on, and identifying development needs through their recorded CPD.

The Science Council requires the Institution to check the CPD of all Chartered Scientists, (CSci), annually for revalidation purposes. Should a member fail to present a satisfactorily completed record for scrutiny the Science Council will be notified and the member will be removed from the Council's register.

In both their everyday activities and in their planned participation at specially organised events and courses, members should:

- keep up to date with technological changes;
- keep up to date with legislative changes.

Members should also seek to enhance their:

- knowledge and understanding;
- skill and aptitude;
- breadth of experience.

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These activities (whether formally planned or informal), may be carried out in order to:

- respond to a specific need;
- prepare for a specific role change;
- follow a particular career plan;
- improve a personal weakness in competence.

Whenever, wherever and however this is done, members can legitimately claim to have undertaken Continuing Professional Development.

How much CPD is required?

The minimum amount of CPD activity required by CIWEM is ninety hours, over a three year rolling period. This flexible approach means that a member's CPD can take account of how they work, and they can plan their CPD activities to address their changing needs.

Qualifying CPD opportunities and evaluation

CIWEM members can make their own decisions about the kind of CPD activity that is relevant to their role and their work. For example, CPD activities could include going on secondment, in-service training, mentoring, or reading or reviewing journal articles etc. Members can structure these activities around their personal development plan. This flexible approach means that members can plan their own CPD in a way that suits their work, their learning needs, their preferences and the time and resources available to them.

The activities listed below are suggestions for CPD opportunities that members may wish to consider.

- **Research, or acquiring knowledge in new technology pertaining to the environmental or water sector:**

This might be in response to: a new client brief; a change in role within the company; an expansion of duties within a current role; a new post with a new company; a change of specialism within the sector. A maximum of 75% qualifying CPD credit can be obtained from such activity in each year.

- **Conferences, seminars and technical meetings organised by an appropriate institution, university, other professional body, course provider and employer:**

Notes should be made both of the activity itself, and of the time spent in actually receiving professional benefit during the activity. Where a CPD credit is allocated by an organiser, an individual's claim for CPD time must not exceed this allocation, unless he or she then deliver some further outcome from the event; for example a lunch-time presentation to colleagues.

- **Conferences, committees and working parties, in a managerial capacity:**

Details of the nature of involvement in the event and time spent on the event must be recorded by the individual. A maximum of 20% qualifying CPD credit can be obtained from such activity in each year.

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- **Private studies that are suitably structured:**

Before undertaking private study a formal statement of the aims, objectives and source material should be made. Upon completion of the private study the time spent and the benefits gained by the individual can be assessed against the stated aims and objectives.

- **Correspondence courses, Open University courses, and other supervised study packages:**

Records of acceptance on to the course, professional benefits of the course, and the time spent in studying must be kept by the individual.

- **Research and post-qualification studies:**

Records of the professional benefit obtained and the time spent must be kept by the individual.

- **Technical authorship and the preparation of lectures for organised events:**

The time spent on these activities must be recorded. An honest, objective evaluation of their professional development value must also be made by the individual.

- **Undertaking a formal role in the running of the Institution at either national, group or branch level:**

Details of the nature of the involvement in the event and time spent on the event must be recorded by the individual. A maximum of 20% qualifying CPD credit can be obtained from such activity in each year.

- **Undertaking the duties of interviewer at professional reviews and/or a professional development mentor:**

Details of the nature of the duties and time spent in their execution must be recorded by the individual. A maximum of 20% qualifying CPD credit can be obtained from such activity in each year.

Planning and getting the most from CPD

A member's personal development plan should:

- specify a focus (keeping up to date; career move (target position); more in-depth knowledge of a topic; winning business from a new client/sector);
- identify gaps/goals (they should be: specific, measurable, achievable, relevant, time-delimited);
- schedule events/activities to meet the gaps/goals
- review and assess progress against the schedule on a regular basis;
- reflect on the success achieved by comparing current status against the previous year's plan.

When recording CPD activity ideally there will be:

- identification of the main developmental outcomes required of the event/activity;
- identification of the principal learning benefits of the event/activity;
- identification of whether further events/activities need to be undertaken;
- identification of whether other paths of research need to be pursued as a result of the activity.

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Recording CPD

Individual Corporate members must keep their own record of CPD credit achieved each year. In addition to factual details, such as time spent and content of specific activities, CPD records must also contain planning and objectives together with constructive assessment of the personal professional development benefits gained from each activity.

The precise format of this record can suit the individual's own preference, for example in long hand notebook and/or computerised files or the members area of the CIWEM website, members.ciwem.org with the stipulation that, either electronically or via hard copy, normally three years' worth of experience, as appropriate, is immediately available upon request by the Institution.

Although ownership of CPD records remain with the individual member, reasonable requests for access to the material may also be received from CIWEM, an employer, registration authority or court of law. Failure to provide CIWEM with reasonable access to the CPD records in the chosen format may be detrimental to the member concerned.

CIWEM will require access to these records if a member:

- is also registered as a Chartered Scientist (CSci) (**an annual return will be required for revalidation of the title**), Chartered Engineer (CEng) and/or Chartered Environmentalist;
- is selected in a random annual sampling;
- is applying to become a professional review interviewer;
- is applying to become a professional development mentor;
- applies for a change of membership grade;
- seeks a reference from CIWEM;
- is appearing at a CIWEM disciplinary hearing;
- is on any other occasion using a reference to membership for either promotion of themselves, or their employer.

CIWEM's role

With the exception of CIWEM members who are Chartered Scientists (**who must all submit an annual return for revalidation purposes**), a member may be selected for the annual random review of CPD. For members using the CIWEM members' area to record their CPD the Institution will access their record via the database server, rather than asking them to produce a hard copy. For those who are not using the member's area for recording their CPD the option to request them to produce a hard copy will remain.

Guidance can also be given on CPD, membership, or other aspects of the Institutions activities via the CIWEM Helpdesk on 020 7831 3110.