



**Continuing Professional  
Development (CPD)  
Guidance for Members and  
Applicants**

## Introduction

These guidelines set out the criteria for satisfying the CIWEM Continuing Professional Development (CPD) requirements for members of CIWEM (TechCIWEM, MCIWEM C.WEM and FCIWEM) including individuals who hold external registrations with the Engineering Council, Science Council and Society for the Environment, and those applying for registration.

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](https://members.ciwem.org) where you can record, reflect and plan your development needs. If members keep an CPD alternative record this can also be used to provide evidence of their CPD, as long as the CIWEM requirements are met.

## 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, and is a way for individuals to show they are committed to learning and development throughout their careers.

### Your CIWEM CPD Record

- Members and applicants are required to maintain a reflective CPD record with a minimum of **90 hours over a three-year rolling period**
- 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** and **reflection** of the personal professional development benefits gained from each activity
- The record must demonstrate that their CPD activities include a **mixture of learning activities** relevant to their current or future practice

## The need for CPD

CIWEM 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, CEnv and REnvP), are additionally expected by the external Registration Authorities to be recording, reflecting on, and identifying development needs through their recorded CPD.

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.

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.

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.

### 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.

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 and reflection of the personal professional development benefits gained from each activity, this should include details of how the CPD benefits the quality of an individual's practice and the users of their work.

### Qualifying CPD

CIWEM members must 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 must demonstrate that their CPD activities are a mixture of learning activities relevant to their current or future practice.

Members can structure CPD 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.

**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 CPD**

CIWEM recommends that members follow a regular CPD cycles and review their learning needs on an annual basis. This process should identify development needs through a personal development plan.

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

## Recording CPD

Members must keep their own record of CPD undertaken 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 excel files or via the Members area of the CIWEM website, [members.ciwem.org](http://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. The following format can be used:

Date	CPD hours	CPD category	Key points	Future plan	Key benefits
23/01/2019	2	Conferences, seminars, technical meetings	Gave presentation to industry leaders on ways to promote UK FCERM expertise globally.	Continue to engage in programme.	Knowledge gained through research of organisations attending meeting.
29/01/2019	3	Conferences, seminars, technical meetings	Attended workshop on 'Strategy 101'	Apply knowledge and strategy to growth of own department	Gained tools and insight to business development, shared with wider team.
12/03/2019	2.5	Committee meeting of CIWEM Scottish branch	Attended meeting in role of branch committee member	Continued development and delivery of events programme, introduction of webinar series	Developed plans for branch events in 2019/2020
01/03/2019	4	Committees and working parties	Working group for upcoming 'flooding conference - conference programme development/call for papers review	Continue to support conference development	Knowledge gained through paper review, support of innovative projects, knowledge sharing with wider audience

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.

When recording CPD activity members should include:

- the type of activity (for example private studies, formal training, event attendant etc.)
- 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

### Annual CPD Audit

The Annual CPD Audit takes place in March. Each year, a randomly selected sample of professionally active members are contact via email and requested to submit their CPD records.

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.

### External Registrations

Individuals holding external registrations with the Science Council, Engineering Council and Society for the Environment are not required to maintain additional CPD records.

Annually the CIWEM membership team will request the CPD submissions from a number of Engineering Council, Science Council and Society for the Environment registrants who will be selected at random as part of our annual audit. The selected members will be contacted to arrange for CPD records to be checked and assessed, this process will start in the Spring, individuals will be notified of the outcome of the assessment of CPD submission, we will also notify the appropriate licensing body(ies) of the outcome.

### Further information for Science Council Registrants

In order to retain CSci status, all registrants who wish to renew their registration, must make an annual declaration that they comply with the [Science Council CPD standards](#). This statement will normally be captured at the time of renewal and in any case, by 31st December each year, we will get in touch about completing this statement in the Autumn. Please note this must be done in addition to a full, reflective CPD record.

### Need advice?

We're with you every step of your application and throughout your membership, get detailed advice on your membership application from completing your mandatory competencies and preparing for your professional review interview to supporting you with your CPD. Just call +44(0)207 8313110 or email [membership@ciwem.org](mailto:membership@ciwem.org) and someone will be delighted to help.