

Continuing Professional Development

Underpinning
your commitment
to your career



Continuing Professional Development

The need for a more competent workforce is occurring against a background of major changes in business practice. Individuals are now seeking more variety and mobility of employment and this means that they must also take more personal responsibility for their own learning and development. CIOB members need to be increasingly self-aware and imaginative in their approaches to Continuing Professional Development (CPD) if this is to be effective.

CPD is a key part of professional life for any CIOB member and underpins the value of the professional qualification. An institute that cannot demonstrate a firm commitment to CPD undersells its members.

Every member has an obligation under Rule 13 of the CIOB Rules of Professional Competence and Conduct to maintain the currency of the professional qualification through CPD.



The ruling states:

“Members shall keep themselves informed of current thinking and developments appropriate to the type and level of their responsibility. They should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance with the current guidelines for Continuing Professional Development (CPD)”.

The CIOB operates a CPD monitoring programme which involves checking the CPD records of a random selection of members. You need not submit your CPD record unless you are contacted and asked to do so. You may also record your CPD online at the members' area of the CIOB website.

All members are responsible for developing their own annual CPD plan, evaluating their CPD activities and keeping a record of the activities that they undertake. Compliance does not require a set number of hours. The amount of CPD you do will depend on your circumstances, and be appropriate for your responsibilities and ongoing development.

Advantages of CPD

CPD is the process of regularly assessing current and future skill and knowledge requirements relevant to your responsibilities, and then planning and implementing an ongoing programme of training and development to address these needs.

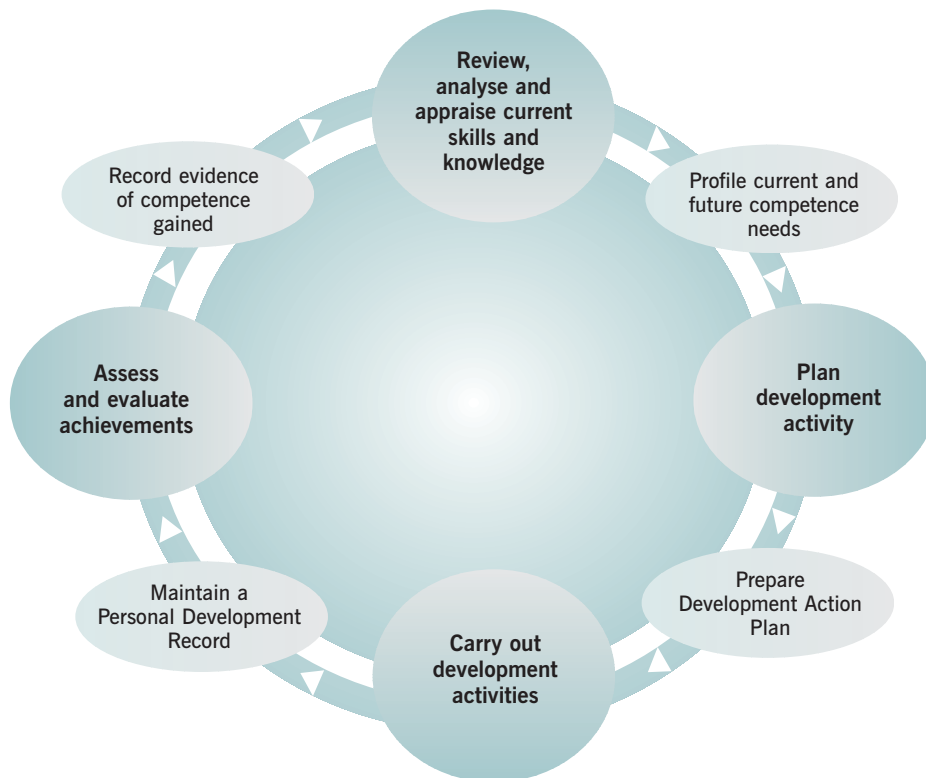
The process allows you to:

- **Progress your career**
- **Maintain your professional status**
- **Reflect on personal achievements and invest in future development**
- **Learn from others and exchange knowledge and ideas**
- **Benchmark your performance**
- **Demonstrate to colleagues and clients that you are a self-starter and motivated to learn**
- **Develop the skills you need to do your job more effectively**
- **Learn in a flexible style, identifying and making the most of available development opportunities.**

At the heart of good CPD practice is the belief that investment in your own learning and development is the most important investment you can make.

The CPD Cycle

The current recommended approach to CPD treats it as a cyclical process:



For CPD to be effective, you should remember that you have unique development needs and the key words to be considered in the review and planning stages are 'personal professional development'. CPD shouldn't merely be a hunt for certificates or points; it's a chance to experience learning opportunities and develop new talents and skills relevant to your existing and future needs.

CPD activities might include:

- Open distance learning (video packages, the Internet, slide/tape packages, correspondence courses)
- Private study, including systematic study of appropriate literature or research, or even learning a relevant language
- Technical and professional conferences, lectures, seminars, workshops, study tours, technical visits and short courses
- Courses leading to professional qualifications or academic awards
- Writing articles for publication
- Teaching (for those not in teaching posts)
- Practice (for those in teaching posts)
- Preparing papers and contributing to technical meetings and study groups
- Examining, tutoring or mentoring.

Sources of CPD information

The CIOB has the following resources available to help members accomplish their CPD targets:

- CPD guidelines, forms and templates in the members area of the CIOB website
- The CIOB organises local and regional events aimed to meet CPD needs of members, which are also open to all interested parties
- CIOB Resources (Library, Publications, Construction Books Direct)
- CIOB Knowledge Centre
- Training and CPD providers.

Information on the above resources is available on the CIOB website at www.ciob.org.uk.

How will CPD be monitored?

Though your CPD records no longer need to be sent to us they should be up to date and available for use in the ways specified below:

CPD monitoring process

This involves sampling members and asking them to produce their CPD records for the past year. Members who may be experiencing difficulties with their CPD records will be provided with support and mentoring throughout the process. It should be noted that failure to comply with CPD requirements at anytime during the process will lead to disciplinary proceedings.

At the Professional Review

When applying for corporate membership, candidates are required to submit a copy of their CPD records for the last three years and a forward development plan covering the next year.

Membership of CIOB boards, committees and panels

The CPD records of those members actively involved with the CIOB will be checked once every three years as proof that their knowledge and understanding are up to date.

For those members who apply for registration in a discipline

This applies to members of the Faculty of Architecture and Surveying.

CPD online

Those members who choose to record their CPD online will streamline the monitoring process. They will not be required to submit records - these can be checked without any further action on their part.

To record your CPD online visit the CIOB website and log on to the members area.

CPD enquiries

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