

Professional Development Programme

- Complete assessment reports
- Monitor your development
- Advise on preparation for interview

Claim to competence

Once a unit is complete you will be required to complete a Claim to Competence. This is a brief summary of the unit and how you believe the evidence relates to the criteria.

Development and CPD

The PDP is not just about competence; it is also about identifying development opportunities.

The PDP allows you to discuss, with the relevant person, opportunities to develop into other areas to enable you to complete the programme.

Any development opportunities can go towards your CPD. Recording CPD is a requirement of any CIOB member, regardless of grade. It is possible to record CPD on the CIOB website. It is recommended that you do this as you go along; waiting until the end and having to track back over three years will be a painstaking task!

Final stages

The final stage to achieving chartered status is to attend the Professional Review. You will be asked to provide a series of documents and attend an interview.

The advantage of completing the PDP is that your occupational competence will already be assessed and therefore you will be exempt from the section 1 and 2 of the Professional Review report.

Once all the documents have been submitted, you will be contacted to attend an interview.

Contact information

PDP enquiries

Tel: 01344 630716

Email: pdp@ciob.org.uk

CIOB membership enquiries

Tel: 01344 630706

Email: memenquiry@ciob.org.uk

CIOB membership application forms are available online at www.ciob.org.uk.

The Construction Industry Training Board – for information on grants

Tel: 01485 577577

Email: grants.section@citb.co.uk

Web: www.citb.org.uk/grant/



Professional Development Programme

A Guide for Candidates



Introduction

The CIOB has developed the Professional Development Programme (PDP) to assist in developing the skills demanded by employers and offer a structured route to corporate membership of the Institute for graduates.

The PDP is the next stage in gaining your professional qualification and focuses on developing and recording your management experience and achievements. It takes you from being a new graduate to a recognised professional.

The competencies of the PDP are generic and can be applied to many different roles in the industry. Undertaking the PDP should not be a bar to transferring between job roles – it can even benefit participants by providing an opportunity for broader experience.

This is a brief guide to give you an insight into how the PDP works.

Why do the PDP?

Ryan Jones successfully completed the PDP and gained corporate membership in 2004. He has since been promoted.

“The scheme was excellent, fulfilling its aim in providing a basis from which all disciplines within the industry can achieve chartered status. It proves the candidate to be a competent manager and not just a builder or constructor.”

Ryan Jones MCIQB, Project Manager, Essex Heritage Properties

Benefits of the PDP

- A structured programme that provides feedback on performance and progression
- Gain the skills to assess your own performance and to identify career progression opportunities within the company
- Opportunity for you to gain experience in different areas
- Increased job satisfaction

The competency units

The PDP comprises generic management units that are accessible to all construction disciplines. Each unit is then broken down into elements.

UNIT 1	DECISION MAKING
Element 1	Investigating problems, causes and effects within the job role
Element 2	Determining solutions to problems
UNIT 2	COMMUNICATION
Element 1	Effective meeting skills
Element 2	Presenting information to various audiences
UNIT 3	MANAGING INFORMATION
Element 1	Identifying and obtaining information required for the job role
Element 2	Processing information to meet work objectives
UNIT 4	PLANNING AND ORGANISING
Element 1	Setting and reviewing objectives
Element 2	Planning activities and work methods
Element 3	Monitoring and controlling work
UNIT 5	MANAGING QUALITY
Element 1	Identifying the arrangements for achieving quality standards
Element 2	Evaluating quality performance and proposing improvements
UNIT 6	MANAGING HEALTH AND SAFETY
Element 1	Identifying job responsibilities and practices under health, safety and welfare legislation
Element 2	Identifying hazards, and assessing risks arising from work place activities
Element 3	Identifying and describing implementation of risk control measures
UNIT 7	IMPLEMENTING SUSTAINABLE CONSTRUCTION AND DEVELOPMENT
Element 1	Operating sustainable construction in your organisation and job role
Element 2	Preventing risks to the environment from development activities
Element 3	Securing the sustainability of the social environment
UNIT 8	DELIVERING COMMERCIAL AND CORPORATE OBJECTIVES
Element 1	Commercial and corporate awareness
Element 2	Maintaining and enhancing the value of work
Element 3	Controlling and working within economical constraints
UNIT 9	PERSONAL MANAGEMENT AT WORK
Element 1	Identifying job responsibilities and tasks
Element 2	Establishing job performance standards
Element 3	Providing evidence of competent job performance
Element 4	Planning and controlling your own time

Before starting the PDP

Before you can register on the PDP you will need to apply for incorporate membership. The application form and fees list are available on the CIOB website at www.ciob.org.

If you are on an industrial placement or studying part time you will need to apply for student membership.

How to complete the PDP

The PDP is a worked based programme and you will be expected to put together a portfolio of work based evidence. You will be appointed an assessor by your organisation. Your assessor will be a chartered member of the CIOB or another institute and they will be responsible for assessing your work against the criteria in the PDP standards. By communicating with them on a regular basis either through electronic means or face-to-face meetings, they will provide a valuable source of support and encouragement.

The CIOB does not set a time limit on the scheme. However, candidates usually take around two years to complete the programme.

What is work based evidence?

Work based evidence is an example of work you have actually carried out. For example, for Unit 2 – Communication, you may include minutes to meetings, agendas and invitations to attend. For Unit 6 – Managing Health and Safety, you could include health and safety risk assessments and site safety inductions.

Once you start to collect evidence you will soon realise that pieces of evidence will cross-refer into other units. For example, the minutes to a planning meeting may be used for unit 2 – Communication, Unit 4 – Planning and Organising, and Unit 3 – Managing Information.

There are some rules that apply to work based evidence:

- Validity – must be relevant and relate to the PDP standards
- Currency – must show competence is current
- Authenticity – must be your own work and relate to the job you are doing
- Suitability – must be of a suitable standard to meet the PDP criteria

How to compile your portfolio

Your portfolio is very important to you, as it is your record of achievements. Inside your portfolio you will store your evidence, tracking matrix and development plans.

Your evidence will be numbered and using a matrix you can track your progress in each of the units. You can easily identify which areas are being covered and the areas where there are gaps in your experience.

The role of your assessor

Your assessor will be a vital source of guidance and feedback. Their role is to:

- Carry out an induction with you
- Provide initial and ongoing advice on sources and types of evidence
- Agree plans for presenting evidence; type, timing and units
- Endorse your competence achievement and Claim for Competence