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# Professional Development Programme

A Guide for Employers



## Introduction

The Professional Development Programme (PDP) is available to those who have satisfied, or are in the process of satisfying, the CIOB's academic requirements.

The PDP is the next stage in gaining the CIOB professional qualification and focuses on developing and assessing management experience in a structured and supported manner.

On completion of the PDP, candidates are eligible for the CIOB Professional Review, which leads to chartered membership and the right to use MCIOB after their name.

The PDP competencies 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 those undertaking the programme by providing an opportunity for broader experience.

Though alternative routes to MCIOB are available, the CIOB recommends the PDP as a means of fast tracking the time it takes to reach chartered membership, as progression relies on proof of competence rather than length of experience.

Many employers are choosing to invest in their graduates' future by offering the PDP in-house because of the benefits it brings:

- Better qualified and more experienced graduates
- A structured programme that provides feedback on performance and progression
- Graduates equipped with the skill to assess their own performance and to identify career progression opportunities within the company
- The opportunity for graduates to gain experience in different areas
- Increased job satisfaction and loyalty to the employer

### The programme

The PDP comprises generic management units that are accessible to all construction disciplines:

- Unit 1 Decision Making
- Unit 2 Communication
- Unit 3 Managing Information
- Unit 4 Planning and Organising Work
- Unit 5 Managing Quality
- Unit 6 Managing Health and Safety
- Unit 7 Implementing Sustainable Construction and Development
- Unit 8 Delivering Commercial and Corporate Objectives
- Unit 9 Personal Management at Work.

### Before starting the PDP

Before a graduate can register on the PDP they will need to apply for incorporate membership. The application form and fees list are available on the website.

If your candidate is on an industrial placement or studying part time they will need to apply for student membership.

Once membership is confirmed the candidate can register on the PDP and a pack will be sent to them with full details on how the programme is completed.

### How to complete the PDP

The PDP is a worked based programme and a graduate will be expected to put together a portfolio of work based evidence. As an employer you will need to appoint an assessor for your candidate. The assessor will be a chartered member of the CIOB or another institute and be approved by the CIOB after attending an induction session. Alternatively an external assessor can be appointed. Full details are available on request.

An assessor will be responsible for assessing work based evidence against the criteria in the PDP standards. By communicating with their candidate on a regular basis either through electronic means or face-to-face meetings, the assessor 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.

### The portfolio of evidence

The evidence produced by a candidate is stored within a portfolio and is cross-referenced to the Record of Competence Achievements. This evidence reflects the candidate's work experience, responsibilities and capabilities that relate to PDP units.

Evidence should consist primarily of working documents (not theoretical essays/reports) that show experience and competence.

The assessor is responsible for determining if this evidence meets the requirements of the PDP unit, and certifying the Record of Competence Achievements once satisfied that it does.

Candidates who have collected evidence during periods of work experience prior to starting the PDP may bring this forward at their first assessment meeting. The assessor will decide whether this satisfies PDP requirements.

Once a unit is complete a Claim to Competence is produced, which is a summary of the unit evidence and how it meets the criteria.

### PDP roles and responsibilities

The employer supports the candidate's decision to reach corporate membership via the PDP. Employers are responsible for:

- Registering candidates with the CIOB and ensuring that an assessor (internal or external) is available.
- Possibly funding PDP registration and making provision (financial or otherwise) for the assessments.
- Making available opportunities for training, development and experience within the organisation.
- Ensuring time is available for the candidate to meet regularly with their assessor.
- Appointing a PDP co-ordinator to act as the company contact for the programme. This co-ordinator will manage all internal PDP activity and ensure the CIOB is regularly updated on progress and any starters and leavers on the programme. The PDP co-ordinator is often the company training manager.
- Permitting access to a CIOB verifier to undertake external verification. The verification process allows the CIOB to monitor the quality of assessments, to ensure that opportunities for training and development are available, and to verify that the programme is running according to CIOB guidelines.

### Development and CPD

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

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

Any development opportunities can go towards CPD. Recording CPD is a requirement of any CIOB member regardless of grade. We recommend that CPD is recorded on the website.

### The Professional Review

On completion of the PDP, the assessor signs a Confirmation of Completion and returns this to the CIOB. This notifies the CIOB of the candidate's readiness to complete the Professional Review for chartered membership of the CIOB.

Successful completion of the PDP gives exemption from sections 1 and 2 of the Professional Review.

Further details and advice regarding applying for and completing the Professional Review are available online at [www.ciob.org.uk](http://www.ciob.org.uk) or by contacting the Professional Review office on 01344 630705 or at [intenquiry@ciob.org.uk](mailto:intenquiry@ciob.org.uk).