

WHICH PATH WILL YOU TAKE?



Continuing our series of articles on continuing professional development (CPD), IGEM Professional Development Officer Ross McCart explains the easiest and most efficient way to record your achievements

In previous articles we have emphasised that CPD is important and highlighted that you may already be doing it without realising. While completing CPD activities may be straightforward in many cases, the trickier thing is to

record it in a timely way.

Recording CPD is a requirement in many different organisations, and in many job roles, and there are many different ways to record CPD. Some use CPD points or hours, some have a minimum requirement and others will only accept specific activities.

IGEM would prefer to be as flexible as possible in its approach. We have no minimum requirements, we don't use points or hours and we will accept most, if not all, activities that you might want to include. The only thing we ask is that you record your CPD. How you do this is up to you, but we do have an online system called mycareerpath that we recommend.

IGEM's mycareerpath tool is free to all members and can be accessed via the My IGEM section of the Institution's website. There are four main functions of mycareerpath:

- 1. Initial professional development (IPD)**
- 2. Development plan**
- 3. Evidence**
- 4. Reporting**

IPD

For those seeking to work towards professional registration or the grade of Member Manager, once logged on to mycareerpath you will be able to select the appropriate profile. **1**

Once selected, you will be able to see all competence and commitment criteria for the relevant grade and you'll be able to track your progress against each criterion so you will know when you are ready to apply. **2**

PLAN

Creating a CPD plan is a key part of most CPD schemes. It isn't a current requirement for the IGEM CPD scheme, but we still recommend you create a plan as it's a useful tool to track your progress against. What you plan to do is up to you. It can be a general plan for the upcoming week, month or year. Or it can be a specific plan to gain professional registration, complete a particular project or training course. **3**

EVIDENCE

The evidence area is the key part of mycareerpath as this is where you'll actually record your CPD. Recording CPD activities can be as simple as writing a couple of sentences about an activity you just completed or

completing a summary of your development over the last month. We recommend trying to keep things as simple as possible so that you can quickly and easily record your activities.

One of the most important aspects of recording CPD activities is reflecting on what the activity has taught you. This information can be added to the 'Lessons learnt' or 'Benefits gained' sections on the

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mycareerpath
IGEM Institution of Gas Engineers & Managers

Home

George McCart's currently selected profiles:

Title	Abbrev	Status
Continuing Professional Development	CPD	Active

Available profiles

- select --
- Member Manager
- Chartered Engineer
- Incorporated Engineer
- Engineering Technician

2

Current Progress for George McCart (26/01/2016)

code	competence description	Progress
A	Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology in one or more gas industry activity area.	
a)	Maintain and extend a sound theoretical approach to the application of technology in engineering practice.	
b)	Use a sound evidence-based approach to problem-solving and contribute to continuous improvement.	

3

Action plan wizard

name: George McCart

plan title: Development Plan for 2016

objectives:

- To ensure I am kept up-to-date on all changes to current procedures
- To ensure I record CPD activities at least once a month

start date: 01/01/2016

completion date: 31/12/2016

4

Evidence wizard

name: George McCart

evidence title: Review update to company procedures

lessons learnt: Learnt of recent changes that are applicable to my job

benefits gained: Able to ensure my team are still up to date with current developments

start date: 10/01/2016

completion date: 11/01/2016

'Evidence' screen.

You can also upload documents, photos, or project reports as supporting evidence if you wish. And, if you're working towards professional registration, you can link each activity to the relevant competence and commitment criteria to help generate your Professional Review Report. **4**

REPORTS

Periodically you may be asked to present a record of your CPD activities. This might be at the request of IGEM or another membership body you belong to. It might be part of your employer's appraisal process or it could be something a client has asked for as part of a tender. The 'Reports' area on mycareerpath enables you to compile your records for a given date range. You can produce as many reports as you wish, as often as you need. Once you've produced the report you can then save it as a PDF document to send on to whoever has requested it.

If you are working towards professional registration you can even generate your Professional Review

Report wizard - enter details **5**

Report title

Start date

End date

The start date of your Plan or Evidence must fall between the dates specified to be included in your Report.

Report Type evidence list competence list

Select profile(s)

Continuing Professional Development

Incorporated Engineer

[Save & View](#)

Report from here, providing you've input the evidence, of course. **5**

Each of the mycareerpath sections has the option to send information for review to a colleague, manager or mentor. You simply need to type in the appropriate email address and that person will have 90 days to review the record. They will also be able to provide feedback to you via this option.

The mycareerpath tool can be accessed via PC, Mac, tablets and smartphones, making it easy to keep your records up to date while on the go.

This article has focused on mycareerpath because it is a free tool

available to all of our members, but the IGEM scheme is flexible and we do not require you to record your activities in any particular way. If you like to keep paper files or have your own spreadsheet, that is fine. If we ask you to submit your CPD records and you're not using mycareerpath, we will be able to provide you with a simple form to complete.

Guidance notes for mycareerpath are available via the help option or by contacting IGEM. ■

■ **If you have any queries, contact IGEM's Professional Development Officer Ross McCart on +44(0)1509 678 166 or email ross@igem.org.uk.**

MY CPD AND ME



Keri Bunnell, Investment Analyst, Asset Strategy and Investment, for Northern Gas Networks (NGN)

MY CURRENT ROLE involves developing a common methodology that all gas distributions networks (GDNs) will use to assess the health, criticality and monetary risk value of network assets.

It is important for me to carry out and record my CPD to help me keep up to date with new procedures, new technologies, and to develop my competencies as I work toward professional registration as a Chartered Engineer (CEng).

I undertake various types of CPD on a regular basis, some of which increase my technical knowledge and competencies, others which help increase my communication and presentation skills.

These include:

- IGEM and Institute of Asset Management regional and national events on technology and innovation
- IGEM YPN events
- IGEM technical courses
- Participation in GDN steering and working groups
- Compiling cost reporting tables
- Reading *Gi* and keeping up to date with industry, technology and innovation
- Volunteering for the IGEM Professional Development Committee
- Volunteering for the Continuing Professional Development working party
- Acting as a trustee and publicity team representative for the charity IIH UK

- STEM mentoring and events, working with local secondary school pupils

I have used IGEM's online CPD tracker mycareerpath to record my CPD and track my progress against the CEng competencies framework.

Using mycareerpath enables all my CPD to be recorded and any evidence uploaded, while also helping me to critically review the activity I have carried out, rather than simply recording it.

I can produce evidence or competence based summary reports of the CPD I have carried out over defined input periods, send my CPD to my mentor for review, and also create a development plan.

The mycareerpath tool is proving very useful as I begin to look towards Professional Review, mapping out my CPD against the CEng competencies framework and seeing where the remaining gaps in my experience and competencies are so they can be addressed.