

# Guidance on completing your CPD record

The mission of the Energy Institute is to support its members and to benefit society by developing knowledge, skills and good practice for the energy sector. Under the EI's Code of Conduct, all members are expected to 'take all reasonable steps to maintain and develop their professional competence'. The aim is for the profession to be the best it can be.

## About the request for your records

As a professional member we ask that you keep records of your CPD (your 'continuing professional development', in other words the actions you take to keep your knowledge up to date and moving forward). Each year in accordance with the Code of Conduct we ask a group of members to submit their CPD records. These are then reviewed by our CPD Panel. In some cases we provide individual feedback on records, and we also produce an annual report giving tips on CPD and professional development to help members as they move forward with their learning.

## What do I need to demonstrate as part of my submission?

In requesting your annual CPD submission, we want to understand the ways in which you are keeping your knowledge current as a professional, continuing to develop your expertise in areas relevant to your practice and maintaining your general professional development.

The key things that the CPD Panel will be looking for are that

- you are maintaining your CPD in a range of areas – that is, all your CPD isn't all concentrated on one topic
- you are maintaining a continuous, up-to-date and accurate record of your CPD activities;
- your CPD includes a mixture of learning activities relevant to your current or future practice (there is more about learning activities below)
- your CPD has benefitted the quality of your practice
- your CPD has benefitted the users of your work (employee, customer, student etc.)
- you have a reflective approach to your development.

## What should my CPD cover? (The CPD areas)

It's up to you to decide what specific CPD would benefit you most - but the CPD you undertake in any given year should normally include some activities in relation to some or all of the following broad CPD areas:

- A. Professionalism** This is learning focusing on matters to do with practicing as a energy professional such as conduct and ethics, health and safety, environmental considerations and understanding the changing contexts of practice e.g. new legislation, societal or economic changes. It may also be about supporting other professionals e.g. through mentoring, involvement in your branch, committees and so on.
- B. Technical knowledge and skills** This is learning in relation to the more technical aspects of your work and the context in which you are working or intend to work
- C. Non-technical knowledge and skills** This is about general professional skills, for example; communication, training, managing change, information technology and new packages.

## What types of activity count towards my CPD? (Types of learning activity)

Your record can include any activity which has helped you to take forward your development as a professional. Bear in mind that CPD isn't just about more formal experiences such as attending training courses. These are of course valuable but we are looking for you to view your learning broadly and for your record to show a range of activities. This should include a range of learning activities from the following:

- **Work based learning** This could include taking on projects in new areas, working in new contexts or roles and reflecting on your experience
- **Professional activity.** This could include being involved in a professional body in some way, for example as part of a branch, committee, panel or network, mentoring others or being mentored.
- **Formal / Educational** This could include writing articles or papers, further education, training or qualifications, attending courses and conferences.
- **Self-directed learning** This is deepening your understanding through reading and research around a subject which could include reading journals, reviewing books / articles, internet research and so on
- **Other** This could include voluntary work or public service activities which have nevertheless helped you to develop skills which you use in your professional life

We also look for evidence that you are thinking about the value you are getting from your learning activity, and so the right hand column asks you to briefly reflect on the learning activity; professional learning tends to focus on a specific purpose, so what did you get out of the activity, how useful is it to you, and are there other things you need to follow up as a result?

## How long does my record need to be?

We are looking for succinct records, so we are asking you to tell us about your key learning, not necessarily everything you have done during the year. The CPD Panel will mainly be looking at the way in which you have met the CPD requirements.

## Do I need to use the EI CPD form?

No, you can use a form from another professional body, or from your employer, as long as your records show the information as we ask for in the CPD record. However, the Panel has found that those submissions using the EI template are more likely to meet the CPD requirements, because the form gives prompts about the information we need.

## Confidentiality and data protection

Your CPD form and any other information you supply as part of the annual audit will be treated as strictly confidential. It will be reviewed by the EI's CPD Panel, who operates to a strict code of conduct in their assessment activities, and will be stored securely.

**Please return this form by the date given in the accompanying correspondence to**

**[cpd@energyinst.org](mailto:cpd@energyinst.org)**