Report from the CPD Panel Chair on
CPD submissions received from members in 2019 relating to 2018

Introduction

As we always say in these reports on the annual CPD cycle, maintaining and developing knowledge and competence is a key part of our lives as energy professionals. Under the Code of Professional Conduct, as members of the Energy Institute, and as professionals, we all commit to working towards being the best we can be. This is not only for our own benefit, to improve and develop our work and opportunities, but also for the benefit of our employers or practice, the energy sector and for wider society.

If we are to be the best we can be, we need to keep learning and expanding our knowledge, skill and understanding, because the world is changing rapidly and the skills and knowledge that meant we were competent last year may not suffice this year.

The EI offers a range of support to help its members in their ongoing learning and development, such as the encyclopaedic Energy Matrix, training courses and conferences, newsletters and networking opportunities. Members can also benefit from free access to mycareerpath, the EI’s online CPD recording tool, which helps you to store and keep track of your annual CPD as well as helping you to map progress towards professional memberships and registrations.

The Code of Conduct requires members to support one another, so if you have skills and knowledge you would like to share, please get in touch with the staff team.

About CPD

Each year we request CPD records from a cross section of our members; some records are requested because of specific regulations or requirements of our Licensing Bodies or registers (all those with a professional registration such as a CEng, IEng, Eng Tech, Chartered Energy Manager or Chartered Environmentalist are required to undertake and record their CPD, and ESOS Lead Assessors and those on the Register of Professional Energy Consultants, must make an annual submission to maintain their professional registration). We also request CPD records from a selection of our newest professional members one year after they achieve their title, and from a cross-section of all our professional members.

Once records are received, we on the CPD Panel give feedback to as many members as we can, to help support them in developing their approach to CPD and learning.

Our role isn’t to tell you what to do – the CPD you undertake is up to you – you are a professional, and you in the best position to know what development you need, what is coming up in your role, and where you want to go in your career. If there are specific things you need to do under requirements of your registration, and your record is one of those we look at, we will also give you feedback on what you need to do to make sure you keep your hard earned titles.

As we are not able to respond directly to everyone who makes a submission, we also provide a report each year as a way of giving general feedback to those who submitted. We hope that these reports will also be helpful to those who might be asked to submit in the future.
This is our report on the submissions received from members in 2019 for the CPD they had undertaken in 2018.

Overall

As ever, the best advice we can give members who are asked to make a submission is to use (or refer to) the EI form, because it comes with full guidance to help you work through the process and concentrate on what matters. This is particularly important if you hold registrations or approvals where there are particular requirements you need to meet, such as that for ESOS lead assessor. You can of course use other formats and we know that many people are required to keep records for their employer, or because they are members of other professional bodies. We don’t want to ask you to duplicate something you are already doing in another way, but do check whether they provide the full set of information requested in the EI format, and add a cover note to supplement it if not. Its the best insurance policy to make sure you have everything covered for any professional registrations you hold.

We have also produced the EI’s plain English CPD Guide, “The best you can be” to help members in the way they think about CPD. The main message is that CPD really isn’t rocket science – chances are you are doing it every day – for example, is there a day when you don’t learn something, clarify your thoughts, refine a process, find there is something else you need to take into account, take time to consult with others and ask for or give advice? Learning and updating your skills is absolutely your professional responsibility so you need to be in the driving seat, but learning is part of what you do as a professional, not something extra.

As we often comment at this time of the year, where records don’t meet the guidelines, this is usually because members haven’t given a sense that they have thought about what they have learned and what difference it has made to them. Reflection on what you have learned and how you will put this learning into practice is an important factor in helping your learning ‘stick’ and getting the most out of it. To make sure you are doing this, it can be useful to write your record in the first person - it gets you in the right frame of mind— ‘I thought about, I was able to consider, I learned ...’ As a case in point, often where people attended courses, they gave us details of what the course contained, but did not mention what they learned from it and how it had helped them to develop personally. We also find that many members believe that CPD is only about formal courses, when infact your day to day learning and self-directed learning are just as important.

On the whole, we have seen CPD records improving year on year and we have received some excellent records - the best of these were well organised and clear, with members making an honest self-assessment of what they were getting out of their learning, how they will use this and where their activities were taking them. We found records like these interesting and enjoyable to read, not least because they showed clear reflection and sense of purpose.
Our thanks

On behalf of the Panel, I would like to thank those members who submitted records in 2019, and for the many thoughtful and positive responses we received.

We continue to look for new members to join the CPD Panel and contribute to the development of the profession. The commitment is not onerous – we normally meet in person once a year, and you will be asked to give a little time in July to review a selection of submissions and giving feedback in accordance with the EI's guidelines. We would be particularly keen to hear from women and newly qualified professionals, who are under represented on the Panel at the moment. If you are interested, please email Stephen Smith (ssmith@energyinst.org) who will be able to provide you with further information.

For more information about CPD, please visit https://www.energyinst.org/education/CPD

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