mycareerpath

Your guide to getting started with our free online tool

- Plan - your career goals
- Record - your evidence
- Reflect - What did you achieve?
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Quick guide to getting started

It’s simple to get started on mycareerpath. Just decide whether you want to use it to record your progress towards professional membership or a registration (such as CEng, IEng, EngTech, Chartered Energy Manager or CEnv), to record your CPD or both!

For a more detailed explanation of these steps, please read through this guide.

Register and/or login to mycareerpath

If you want to record your progress towards professional membership or a registration

Select a profile depending on the memberships or registrations you are aiming for, then click Add.

Click Evidence, in the top right corner, then Add Evidence.

Complete the boxes and start recording your evidence, see page 4 for further detail.

If you want to Record your CPD

Click Evidence, in the top right corner, then Add Evidence.

Complete the boxes and start recording your evidence, see page 7 for further detail.

Review your progress anytime by clicking Reports, in the top right corner, then Add Report. See page 12 for further detail.

Want to plan ahead? – You can create a plan using mycareerpath too. See pages 9 and 11 for further detail.

Need advice? Send your evidence to others for feedback by entering their email address in the box at the bottom of the relevant page.
What is mycareerpath?

mycareerpath is the Energy Institute’s online professional development tool, and it’s free for our members.

You can use mycareerpath to build and record your evidence towards professional membership and registration, or to keep track of your CPD. mycareerpath is completely confidential to you.

Professional Membership and Registration:

There are many reasons why professionals look to achieve professional membership of the Energy Institute and professional registrations such as CEng, IEng, Eng Tech, Chartered Environmentalist and Chartered Energy Manager. It may be that you are looking to improve your job prospects, get energy specific credentials, or simply that you are looking for recognition of your skills and experience. Whatever your reason, mycareerpath can help you track your developing knowledge and experience against the criteria (competences) required, allowing you to identify areas to focus on and helping you to decide when you are ready to apply.

mycareerpath helps you to plan and record your experience and store it as evidence against each of the competence statements. You can create personal action plans, share your work with a manager or mentor and store all your evidence in one convenient place – helping you see what you’ve achieved so far and when you could be ready to apply.

Recording your CPD:

All professions – from doctors to lawyers, architects to engineers – require practitioners to keep their knowledge, skills and practice up to date. A commitment to learning and development is all part of what being a professional means in today’s modern world. This is why it is part of the EI’s Code of Professional Conduct which you signed up to when you joined us.

In order to stay at the top of your game, keep up to date with an ever-changing world and move forward with your career, it is essential to maintain competence.

mycareerpath can help you to record your CPD, create action plans and reports, share your records with a manager or mentor and store everything in one convenient place – helping you see what you’ve achieved.
Creating a mycareerpath account and logging in

Create a mycareerpath account through the Energy Institute website, by clicking [here](#). Complete the registration form and select Register. If you’re an existing user, you can also login through this same page.

Adding a profile:

*If you’re using mycareerpath to record your CPD, skip to Recording Evidence for CPD.*

In order to apply for professional membership or registration you will need to demonstrate you meet a number of competences. There is a set of competences for each level of Energy Institute membership and for each of the professional registrations that we offer.

- Levels of membership: Technician Member (TMEI), Member (MEI) and Fellow (FEI)
- Professional registrations: CEng, IEng, EngTech, CEnv, Chartered Energy Manager

In mycareerpath these are called ‘profiles’. Once you have logged in to your mycareerpath account, you will see the heading “Available profiles.”

Select whichever profile or profiles you want to work towards by using the dropdown box and clicking Add (you can select as many profiles as you like).
Keeping track of your progress

Once you have selected a profile, it will appear on your homepage. Click on the profile name to view all of the competences you need to meet for that particular title.

When looking at the competence statements, you will see progress stars on the right hand side. Here you can self-rate your progress from 1 – 4 stars depending on how close you think you are to meeting this competence.

Don’t forget to save your changes at the bottom of the page.

Recording Evidence for professional membership and registration

When you come to apply for your desired membership and/or registration, you will need to complete a Competence Grid as part of the application. This is a document where you’ll need to give detailed and specific examples from your working career, that show that you meet each professional competence. mycareerpath allows you to record this evidence so you have it to hand when you come to complete your application.

Remember to write in the first person (use ‘I’ e.g. ‘I led a project to...’) and record what tasks you undertook and how you personally achieved your objectives. Remember to also make these specific to the competences you are linking the evidence to. You can link one piece of evidence to more than one competence if you wish.

- To add evidence, select **Evidence** from the menu in the top right corner; then select **Add evidence**.
- Give your evidence a title and enter details of what activity you undertook and what you learned.
• Remember to think about how what you learned or what activity you undertook, demonstrates that you meet specific competences.

• Enter a start and completion date (estimate if you’re not sure).

• Select the profile that your evidence is relevant to from the drop-down box. This will be one of the membership or registration profiles that you added to the home screen.

Once you have selected a professional membership or registration from the profile drop down, the Competence Standards box will appear below. Here you can link one or multiple competences to your evidence, by selecting each one and clicking Add. (You can leave this section blank if you wish).
Your selected competencies will appear in the box below and will now be linked to your evidence.

You can upload supporting documents such as certificates, videos or testimonies to any piece of evidence. These will remain attached to the evidence for safe keeping. Web links should be uploaded in the following format: http://www.website.com

Click Save, under “Save your Evidence.”

You can choose to share your work with a manager or mentor by entering their e-mail address under “If you would like to share your evidence” and clicking Save and Review.

Please note, the Energy Institute will not review your work via this method.

You can see your saved evidence by selecting Evidence from the menu in the top right corner. You can edit, delete or create a PDF of your evidence at any time by clicking on the relevant icon on the right-hand side of each piece of evidence.

N.B: If you’re pushed for time and want to quickly make a note of some CPD you’ve carried out, you can create a ‘quick’ CPD record from the mycareerpath Home page by clicking Quick CPD Record. This will create a new evidence item under the CPD profile.

Recording Evidence for CPD

Use this section as your CPD recording tool. For each activity you add as evidence, include a summary of what you have learnt and how you applied or will apply what you learnt to your role.

Remember, CPD is anything that helps you maintain or develop your knowledge and skill – so it can be anything from formal learning such as training courses, to self-directed learning, and on-the-job learning. Read our “the best you can be” guide (in the help section of mycareerpath) for more information on what can count towards your CPD.

To add evidence, select Evidence from the menu in the top right corner; then select Add evidence.

Give your evidence a title and enter details of what activity you undertook and what you learnt.

Under “What did you learn?” remember to reflect on what you learnt and how it has or will help you in your work, professional development or goal you are working towards.

Enter a start and completion date (estimate if you’re not sure).
• Select “CPD” from the dropdown list.

• You can upload supporting documents such as certificates, videos or testimonies to any piece of evidence. These will remain attached to the evidence for safe keeping. Web links should be uploaded in the following format: http://www.website.com

• Click Save, under “Save your Evidence.”

• You can choose to share your work with a manager or mentor by entering their e-mail address under “If you would like to share your evidence” and clicking Save and Review.

⚠️ Please note, the Energy Institute will not review your work via this method.

You can see your saved evidence by selecting Evidence from the menu in the top right corner. You can edit, delete or create a PDF of your evidence at any time by clicking on the relevant icon on the right-hand side of each piece of evidence.

N.B: If you’re pushed for time and want to quickly make a note of some CPD you’ve carried out, you can create a ‘quick’ CPD record from the mycareerpath Home page by clicking Quick CPD Record. This will create a new evidence item under the CPD profile.
Creating a Plan for professional membership and registration

Creating a plan is not essential, however it can be very helpful to plan out what you want to gain from your learning and development and how you are going to achieve it. You can use the “Plan” tool in mycareerpath to set objectives and deadlines. You can revisit this section at any time.

- To create an action plan, select Plans from the menu in the top right-hand corner of your screen. Then select Add plan.

- Give your plan a title and add in your objectives. You will need to enter a start date and a completion date (estimate if you’re unsure).

- Select the profile that your plan is relevant to from the drop-down box. This will be one of the membership or registration profiles that you added to the home screen.

![Action plan wizard](image)

Save your plan
Save your completed plan by clicking the save button below.

Save  Cancel
Once you have selected a professional membership or registration from the profile drop down, the Competence Standards box will appear below. Here you can link one or multiple competences to your plan by selecting each one and clicking Add. (You can leave this section blank if you wish).

Your selected competences will appear in the box below and will now be linked to your plan.

Click Save, under “Save your plan”.

You can upload supporting documents such as certificates, videos or testimonies to any piece of evidence. These will remain attached to the evidence for safe keeping. Web links should be uploaded in the following format: http://www.website.com

If you wish, you can share your work with a manager or mentor by entering their e-mail address under “If you would like to share your plan”, click Save & Review.

Please note, the Energy Institute will not review your work via this method.

You can view your saved plans by selecting Plans from the menu in the top right corner of your screen. You can edit, delete or create a PDF of your plan by clicking on the relevant icon to the right of each plan.
Creating a plan for CPD

Creating a plan is not essential, however it is helpful to plan out what you want to gain from your learning and development and how you are going to achieve it. You can use the “Plan” tool in mycareerpath to set objectives and deadlines. You can revisit this section at any time.

You may wish to consult our guidance document “The best you can be” in the help section of mycareerpath.

- To create an action plan, select Plans from the menu in the top right-hand corner of your screen. Then select Add plan.

- Give your plan a title and add in your objectives. You will need to enter a start date and a completion date (estimate if you’re unsure).

- Select the “CPD” profile from the drop-down box.

- Click Save, under “Save your plan”.

- You can upload supporting documents such as certificates, videos or testimonies to any piece of evidence. These will remain attached to the evidence for safe keeping. Web links should be uploaded in the following format: http://www.website.com

- If you wish, you can share your work with a manager or mentor by entering their e-mail address under “If you would like to share your plan”, click Save & Review.

⚠️ Please note, the Energy Institute will not review your work via this method.
You can view your saved plans by selecting Plans from the menu in the top right corner of your screen. You can edit, delete or create a PDF of your plan by clicking on the relevant icon to the right of each plan.

Generating a report

Reports are used to gather plans and evidence over a specified period of time. This is useful for presenting all of your activity in a given period, such as for an annual CPD report, or for gathering all of your evidence for a membership grade or registration you are applying for.

- To generate a report, select Reports from the top right corner and then Add Report.
- Give your report a title and a Start and End date for the period of time you want the report to cover.
- Select the report type – you will have the option of either a CPD or Competence report. For the competence report, evidence will be arranged by the competence it is linked to.

- To display the report, click Save & View.
- As with Plans and Evidence, you can share your work with a manager or mentor by entering their e-mail address under “If you would like to share your report” and clicking Save and Review.

Please note, the Energy Institute will not review your work via this method.

You can see your saved reports by selecting Reports from the menu in the top right corner. You can edit, delete or create a PDF of your report at any time by clicking on the relevant icon to the right of each report.
Next Steps

Membership and registration:

Once you feel you are ready to apply for a membership or registration, go to the Energy Institute website to download your application pack. You can then complete the application pack and use the evidence you have recorded in mycareerpath to form the basis of your competence grid in the application pack. To download a pack visit the website here: https://www.energyinst.org/membership-and-careers/membership

CPD:

Each year the Energy Institute (EI) selects a sample of its members to submit a CPD record. Should you be asked to do this, we recommend that you transfer your CPD from mycareerpath into the EI CPD record form. Our form asks you for some additional information that mycareerpath doesn’t, so using our form to make a formal submission ensures you don’t miss anything. **This is important as there can be specific requirements you need to meet if you hold particular titles or registrations.** You can download the CPD record form as well as our guide to CPD from the EI website here: https://www.energyinst.org/membership-and-careers/cpd

Editing your personal details

To change your mycareerpath details, return to the Home page and follow the link on the right hand side to access your Account details. Here you can modify your name, organisation, e-mail address and password. Click Save to save your changes.

Please note if you change your e-mail address, your login username will still be the e-mail address you originally registered with on mycareerpath.

If you have forgotten your password, click here.

If you would like more information on professional membership or CPD, please visit our website https://www.energyinst.org/, or contact a member of our team at membership@energyinst.org

Contact us

The Professional Development team are here to help. If we can be of any assistance please contact us on +44 (0)20 7467 7100 or at membership@energyinst.org