



## **MEMBERSHIP POLICY AND PROCEDURES MANUAL**

### **SECTION 6**

#### **CHAPTER 6-01**

##### **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

###### **LIST OF SUPPORTING DOCUMENTATION TO CHAPTER 6**

Chapter 6-02 Guidance for CPD Audited Registrant.  
Chapter 6-03 Sample CPD Sampling Request EngC.  
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###### **6.01.1 SOE CPD POLICY**

###### **Policy**

All members have a requirement to undertake and record their CPD under the Society's Code of Conduct ([link](#)). Members should undertake CPD throughout their career as a means of maintaining and developing competence in the ever-evolving fields of engineering. CPD is an integral part of professional working life and the need for it is not dependent on career stage or status.

For registrants of the Engineering Council and/or, the Society for the Environment CPD is mandatory and underpins the value of the professional titles of Engineering Technician (EngTech), Incorporated Engineer (IEng), Chartered Engineer (CEng), Chartered Environmentalist (CEnv) and Registered Environmental Practitioner (REnvP).

###### **Statement**

"The Society of Operations Engineers is committed to promoting and supporting the professional development of all members and their requirement to undertake Continuing Professional Development (CPD)".

### **What is CPD?**

The SOE uses the following definition of Continuing Professional Development (CPD): It is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout an individual's working life.

Put simply, it is a life-long learning approach to planning, managing, and benefiting from development activities.

### **What constitutes CPD?**

CPD comes in a variety of different forms and can include:

- Learning by doing/on the job learning
- Case studies
- Job shadowing
- Project work
- Discussions with colleagues
- Using new equipment correctly and safely
- Lecturing or teaching
- Mentoring
- Writing/giving presentations.
- Training others
- Formal courses
- Research
- Writing articles or papers
- Distance or online learning
- Institute activities
- Reading journals or articles
- Lectures or seminars
- Voluntary work

The list is not exhaustive, and you will be best placed to identify your needs, the method that suits your learning style and importantly, your available time.

You are already undertaking CPD while reading this. It is expanding your knowledge of a requirement placed on you by wider society due to your recognition as a professional person. As an engineering professional your colleagues, employers, clients, and stakeholders of any kind will expect you to maintain and develop your skills and knowledge.

The SOE has further guidance on CPD activities and offers opportunities for CPD through volunteering, local events, journals, online content and involvement in committees, panels, and more.

### **Why should I undertake CPD?**

There are numerous reasons to undertake CPD and these depend primarily on your own circumstances; the need for career progression, continuing competence in your current job or indeed to support any additional roles which you undertake away from your primary job. such as voluntary work, mentoring, etc.

Additionally, you may be considering long term goals towards a future specific role or level of professional registration, which will require different knowledge and skills to your current position.

It is important to recognise that as a professional engineer you have an obligation to yourself, society, and the environment to maintain and develop your skills and knowledge.

Registrants with the Engineering Council and the Society for the Environment are required to undertake and record CPD activities, and all members are also expected to do so.

### **How much CPD should I do?**

The SOE recommends that professionally active members should undertake a minimum of 35 hours of CPD annually. Those on career breaks or retired members who are still professionally active, should also seek to maintain their competence through regular CPD.

### **Plan to succeed.**

Most engineering professionals already undertake CPD, but this is often on a casual basis, with no deliberate planning. By developing a plan (where am I now, where do I want to be and when?) you can set milestones and learning goals to be achieved.

Recording the activities, you undertake against the plan will allow you to consciously reflect on your progress as a cyclical process so that, when necessary, you can adjust your plan to suit life's changing needs both professionally and personally.

### **What is expected of me as a member of SOE?**

You shall:

- Take ownership of your development needs and develop a plan to meet those needs in discussion with your employer/mentor, as appropriate.
- Undertake development activities appropriate to your plan.
- Record your CPD activities.
- Reflect on learning outcomes and record reflections.
- Evaluate activities against plan and record evaluations.
- Review your plan regularly following reflection and evaluation.
- Support the learning and development of others through activities such as mentoring and by sharing professional expertise and knowledge.

### **Why will SOE want to see my CPD?**

The SOE is mandated by the Engineering Council and the Society for the Environment to audit the CPD of a percentage of its registered membership annually. If you are requested to submit your CPD it is compulsory for you to do so within the timeframe sent out in the letter of request.

If you do not respond within the time frame outlined, the SOE may commence disciplinary proceedings for breach of the Society's code of conduct. The outcome of the disciplinary process, for failing to engage with the CPD Audit process, will be removal from the Engineering Council register of professional engineers. SOE would like to reassure all registered members that we will support all those who struggle to demonstrate 35 hours of CPD, offering feedback and advice on where CPD may be gained or may have been gained without realising.

Registered members who are on career breaks or have other mitigating circumstances should contact the SOE as soon as possible after receiving a CPD request to discuss alternative arrangements.

### **Will this affect me?**

The policy statement clearly shows that all registrants have a requirement to undertake CPD and the SOE reviews the CPD of registrants on application to the Engineering Council and the Society for the Environment Registers, and on election to Fellow. Additionally, Trustee Board members, Professional Sector Council (PSC) members, Membership and Professional Standards Committee members and SOE Staff members who are registrants will also be subject to audit. SOE will also audit a percentage of all registrants annually, in line with Engineering Council and Society for the Environment regulations.

Those members who are not registered, or fall into any of the categories above, are not currently required to submit their CPD records but are expected to have a plan in place to support their future aspirations.

### **What is the audit process?**

Auditing will be conducted monthly. The audit sample will be selected randomly, and selected members will be sent an email outlining the audit requirements and the time frame for a response – this is usually within 30 days of receipt.

The accompanying explanatory notes will give advice for those who may have difficulty in meeting the deadline or who feel that the audit does not affect them at this time i.e., they are on maternity leave, retired etc.

As each request is met it will be acknowledged and a peer review conducted. The results of the review with constructive comments and advice where necessary, will be sent to the member at the end of the stipulated period.

The format of submissions is not prescriptive, and members are able to utilise recording tools supplied by SOE, current employment performance review documentation, CPD logs for other institutions, or other suitable methods. A template is available from the SOE Registration Team.

### **What should I include?**

Your CPD record should include:

- Your name
- Your membership number.
- Your job title.
- The title, type, and content of the CPD activity
- The date of the activity
- A reflective account of what you gained from the CPD activity.
- The number of hours of learning you gained from the CPD activity.
- A professional development plan for period being reviewed and the coming year.

If you have any questions at all, please get in touch with the Registration team on [registration@soe.org.uk](mailto:registration@soe.org.uk) or 0207 630 6666.

## **6.01.2 CODE OF PRACTICE**

6.01.2.1 It is the responsibility of every engineer/environmentalist to take ownership of their learning and development needs and to develop a plan to indicate how they might meet these, in discussion with their employer. This plan requires a regular review, reflection, and assessment of future needs. CPD implies the need for an individual to undertake life-long learning in a variety of development activities, both in accordance with this plan and in response to other opportunities that may arise in order to keep in the forefront of the thinking and skills required in their profession.

6.1.2.2 Every engineer/environmentalist shall demonstrate commitment to continually enhancing their professional competence through self-managed CPD and the recording of the activities. This process also involves the individual reflecting upon what they have learned and also recording its value.

6.1.2.3 The Society shall monitor continuously, through the system detailed below, the CPD of its members and registrants, as evidence of their commitment to professional practice.

## **6.1.3 CPD RECORDING AND MANAGEMENT**

6.1.3.1 The Society encourages all members to plan and record their CPD requirements, activities, and achievements. CPD recording is not limited to any specific format.

However, the Society offers a recording template which is available to all members and registrants of the Society.

- 6.1.3.2 On their election to membership, all members agree to be bound by the Society's Code of Professional Conduct. Inherent in this, is an obligation to maintain their competence by means of CPD and to only undertake professional tasks for which they are competent.
- 6.1.3.3 The monitoring process should not place undue burdens on registrants or their employers. In particular registrants should not be asked to duplicate work which they have already done to record learning and development, for example for their employers, or for other professional bodies or regulators. Where an individual's commitment to CPD has been clearly verified, there should be no unnecessary duplication of that verification.
- 6.1.3.4 Peer review for review and feedback are the key principles here, as it is for other aspects of UK-SPEC and SocEnv P.D. Registrants' records should be reviewed by other registrants. in the same way as is done for those participating in professional review for registration. Reviewers can be drawn from all categories of registration.
- 6.1.3.5 Professional engineering competence is based on outcomes. In keeping with this, the CPD Policy Statement aims to encourage "an outcome-based approach which is more appropriate to professional learning than relying solely on quantitative measures such as hours or points".
- 6.1.3.6 A record of those monitored is to be kept for licence compliance purposes. The total monitored figure will be recorded in the Annual Licence Report submitted to Engineering Council or the report to SocEnv. There is no requirement for a sample size stated at present by EngC, however SocEnv require the monitoring of 10% of CEnv registrants per year as mandatory for Licence compliance. Given that the purpose of sample reviewing is to support CPD rather than to police individuals, a sample of sufficient size across a range of registration categories will help to obtain a reasonably accurate picture of current practice.  
The Membership and Professional Standards Committee has decided that a minimum of 2% across the Registration categories is adequate for EngC registrants.
- 6.1.3.7 Registrants who submit their records for review are entitled to expect some response. Receipt of records should be acknowledged, and registrants should be given an indication of when they will hear anything further. The nature of any further feedback is for the Membership and Professional standards Committee to decide, in line with the general principle of support rather than policing.  
The scope for comment by reviewers on registrants' specific learning and development activities will be limited because these activities will have been individually chosen. Managers, mentors, and professional colleagues are likely to be better placed than reviewers to offer advice to individuals. Feedback is therefore likely to be by way of advice on planning, recording and reflection. If reviewers feel that a record does not give a clear account of the learning and development undertaken or of the individual's reflection on this, then the registrant should be provided with guidance for future submissions.

#### **6.1.4 MONITORING**

In line with the Framework of Requirements for Professional Engineering Institutions and in support of the Code of Practice, the following procedure will be used to monitor the CPD of members and registrants:

- 6.1.4.1 A review of the CPD of all applicants for registration, or transfer of registration, to the categories of CEng, IEng, EngTech, CEnv and REnvP.

6.1.4.2 A review of all applicants for upgrade in Fellowship class.

6.1.4.3 The Policy Statement says that those who are not professionally active or those on career breaks for any reason (e.g., maternity, or paternity leave, parenthood, unemployment etc.) need not submit records.

6.1.4.4 Those who are not employed but engaged in voluntary activity within SOE, for example within the governance structure, or in activity such as professional reviewing or accreditation of academic programmes and professional development schemes are considered to be professionally active. Such registrants should therefore be invited to submit CPD records.

6.1.4.5 Generally, it is for individuals to declare themselves as exempt if they receive a request to submit a record. Individuals in exempt categories may well still be undertaking learning and development, especially if they are intending to return to professional activity and should not be discouraged from submitting a record should they choose to do so.

6.1.4.6 For Chartered Environmentalists, in line with the Society for the Environment requirements, a random sample of 10% of registrants will be contacted each year and asked to submit their CPD records for review and feedback in accordance with 6.3.7 above.

## **6.1.5 PROCEDURE FOR NON-ENGAGEMENT WITH CPD AUDIT PROCESS**

### **DOCUMENT PURPOSE**

To outline the process for handling registrants who do not engage with the CPD audit process, and the subsequent disciplinary process to remove the individual from the register.

### **BACKGROUND**

CPD Auditing is now a mandatory requirement of holding professional registration at any level. SOE is required to audit a percentage of its registered membership annually. SOE is also required by Engineering Council to have a process to remove members from the register should they persistently fail to engage with the CPD audit process.

Note: there are no sanctions for submitting a 'substandard' CPD log – feedback should be provided to assist the registrant in improving their own professional development recording and reflection.

### **PROCESS**

Registrants are randomly selected from the CRM and contacted for their CPD record by email. This is logged within the CRM in the 'CPD Audit' section, including the date the request was made.

Registrants are provided with an explanation of the process, an example CPD log, and a template they may use if they do not already have a log. They are given 30 days to submit their log. Should they fail to send a CPD log in this timeframe they are sent a second email. This second email explains the importance of the audit and the risks of not engaging with the process, with a further 30-day deadline.

If there is no response, then a telephone call is made by the Professional Standards Manager or Membership & Registration Manager to explain that the CPD log is required within 30 days.

If unable to make contact, or if a further 30 days pass with no response, then a letter is sent, if no response within 30 days then they are marked as a non engagement and targeted for CPD in the following year.

## **THE DISCIPLINARY PROCESS**

Should a registrant fail to engage with the process after the above attempts, this will be escalated to the Membership & Professional Standards Committee, who shall in turn make a formal complaint of the member to the Professional Standards Manager, who will commence the disciplinary process.

Failure to engage with the process shall be treated as a breach of the SOE code of Professional Conduct and follow the standard disciplinary process as outlined in Chapter 5 of the MPPM.

A panel shall be formed of registered engineers, with a suitable chair, and evidence provided. The outcome should be removal from the register, and this shall be provided in writing to the registrant, who shall have 28 days to respond to the allegation.

This may result in submission of a CPD log, which shall be presented to the disciplinary panel, who may then close the case.

In the event of no response, or refusal to engage, the disciplinary panel will declare that the registrant will be removed from the register.

A letter will be sent to the member, informing them of the outcome, and Engineering Council shall be notified.

The individual's record shall be updated on CRM noting the reason for removal from the register.

### **6.1.6 PROCESS FOR HANDLING CPD AUDITS WITH AFFILIATE ORGANISATIONS**

#### **PURPOSE OF DOCUMENT**

To explain how CPD audits should be conducted where the individual is a member of one of SOE's affiliate organisations (AO)

#### **PROCESS**

All affiliate registrants are entered into the pool for each year's random sampling. When an affiliate member is selected, the Membership & Registration Coordinator will get in touch with the named contact at the AO.

SOE is not able to contact any of their members directly, and so the AO will contact their member requesting the CPD log and return logs to the SOE for review. Feedback will be sent to the AO to be forwarded to the individual.

**NON-COMPLIANCE**

The AO will report any non-compliance to the SOE who will support the AO in ensuring registrants understand the requirements, how to fulfil them, and the potential for removal from the register for failing to engage with the process.