CIBSE CPD Audit
How to submit your CPD for audit

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1. Introduction

If you have been selected for CIBSE’s annual CPD audit, you will be required to submit a report of your CPD through CIBSE’s professional development portal, mycareerpath.

A reminder of CIBSE’s minimum CPD requirements for members:

- Take ownership of their learning and development needs
- Undertake a variety of development activities
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities
  - Reflect on at least two CPD activities per year, and
  - Reflect on any activity over five-hours long
- Evaluate their CPD activities against objectives
- Review and update their professional development plan
- Support the learning and development of others

Any questions? Email CPD@cibse.org
1.1. What is mycareerpath?

mycareerpath is an online portal used to plan, record and reflect on your professional development. The portal is developed and managed by the Engineering Council and is licensed to Professional Engineering Institutions for use by their members.

The mycareerpath portal has two predominant uses:

1. To plan, record and reflect on CPD and submit for audit

2. To create personalised development plans, detailing how you can demonstrate the competences for Engineering Council registration at Engineering Technician, Incorporated Engineer or Chartered Engineer level.

This guidance specifically covers how to plan, record and reflect your CPD for CIBSE’s annual CPD audit.

1.2. Accessing mycareerpath

Your mycareerpath profile is associated with your existing ‘MyCIBSE’ login.

To access the portal, login to your MyCIBSE profile and click on ‘My CPD – CIBSE Membership’.
On your first access, you will be prompted to create a new account. **Click ‘Create Account’**.

**New mycareerpath registration**

If you have not used mycareerpath before and would like to create an account, please click the ‘Create Account’ button. If you have an existing mycareerpath account and would like to associate it with your Institution’s member’s area for automatic login, please contact for assistance in enabling password or authentication.

You’ll then be prompted to read and agree to a Privacy Notice. **This step will only need to be completed once.** If you’re satisfied with the Privacy Notice, tick ‘I have read and agree to the terms of this Privacy Notice’ and click ‘Done’.

1.3. **Your mycareerpath homepage**

Once logged in, you will be directed to your mycareerpath homepage.

Below is a brief overview of the key elements of the home page.

**This is the main menu where you will plan and record your CPD.**

You can record a brief description of your CPD evidence here.

**CIBSE Member’s currently selected profiles:**

- **Available profiles**
  - Select: 
  - Add

If you are working towards applying for Engineering Council registration, you can select a profile to track your CPD against the applicable UK-SPEC competence. This is optional.

This box will only appear during CIBSE’s annual CPD audit. This is how you will submit your CPD for audit if selected.

**Welcome to mycareerpath**

CIBSE’s mycareerpath is a professional development portal where you can build professional development plans, record your CPD and record your competence as you develop towards Professional Registration with the Engineering Council.

If you are registered with CIBSE Certification, your CPD requirements are independent of CIBSE Membership and are recorded through a separate portal. **Click here** for more information.

This portal is owned and developed by the Engineering Council and is licensed to Professional Engineering Institutions for use by their members.

**If you have been asked to submit your CPD**

2020 Audit

Any questions? Email CPD@cibse.org
2. Submitting your CPD for audit

To participate in the audit, you must **submit a report of your CPD plans and evidence** for the preceding calendar year.

**To prepare your report, complete the following steps:**

1. Record your professional development **plan(s)**
2. Record your CPD **evidence**
3. Prepare a CPD **report**
4. **Submit** your CPD report to audit

2.1 Record your professional development plans

To create a professional development plan, **click 'Plans'** from the main menu.

![Image of CIBSE Member portal with 'Add plan' button highlighted.](image-url)

**Current plans for CIBSE Member (08/12/2021)**

It looks like you haven't submitted any plans yet.
To add a plan, click the 'Add plan' button above.
Give your plan a title and enter your objectives. You will need to enter a start and end date.

Enter in your title, objective and start/end date of this plan.
Select ‘CPD’ as the profile.

Click ‘Save’ when complete.

Once saved, repeat this process for each objective.

A list of your plans will be displayed as below.

Your plans will display alongside your CPD evidence when you complete your report. Guidance on reports can be found in Section 2.3 ‘Generating a Report’ on page 9.
2.2 Record your CPD activities

To record your CPD, click ‘Evidence’ in the top menu.

Then select ‘Add evidence’.

The following ‘Evidence wizard’ will appear.

Complete the fields with information related to your specific CPD activity.

All fields with a red asterisk are compulsory for each CPD activity.
Select ‘CPD’ from the profile drop-down box.

There are three fields without a red asterisk, these are:
- What did I learn from this activity?
- How will I apply this learning to my work?
- How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?

Members must complete these for at least two CPD activities per year, and any activity over five-hours long. This is a requirement for all CIBSE corporate members, more information can be found on our website at www.cibse.org/cpd.
You can upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files) or add web links (e.g., a webpage showing you giving a presentation). **This is optional.**

Any supporting documents will remain attached to the evidence and any reports created using it. Web links should be in the format [http://www.website.com](http://www.website.com).

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

Files must be given a title for it to successfully upload.

Once you have entered in all the details for the CPD evidence, click ‘Save’.

Your CPD activity will now be stored on your list of ‘Evidence’. **Repeat this process to add more evidence.**
2.3 Generating a report

Reports are used to gather plans and evidence over a specified period of time. This step must only be completed once you have recorded plans and evidence. Guidance on recording plans and evidence can be found in section 2.1 on page 4 and section 2.2 on page 6.

For audit purposes, you are required to submit a report of your CPD activities in the preceding calendar year.

To generate a CPD report, click ‘Reports’ in the menu.

Then click Add report.
On the resulting Report Wizard page, give your new report a **title** and enter a **start date** and an **end date** for the period you want the report to cover. **For audit purposes, this will be the beginning and end date of the preceding calendar year.**

![Report wizard - New Report](image)

- **Make sure you select ‘CPD Report’ as your report type.**
- **Click ‘Save & View’ when complete.**

A report will be generated displaying all CPD plans and evidence recorded during your nominated time period.

At this point you can share your report with a colleague or mentor for review. This is optional. To do this, enter in the email address in the box below and click ‘Save & Review’.

*If you have been selected for audit you do not need to share your report here.*

Alternatively, you can generate a ‘quick’ CPD report from the ‘Reports’ landing page, which assembles data from the 12 months immediately preceding the current date. This may not be suitable for the CPD Audit as it may not cover the full 12 months of the preceding calendar year.
2.4 How to submit your CPD report for audit

From the homepage, click on the link to submit your CPD report for audit.

You will be directed to the following page where you can upload your CPD Report.

You must have already generated your CPD report for the audit period. Guidance on reports can be found in Section 2.3 'Generating a Report' on page 9.
Submit to CPD Audit 2021

Click here to download guidance on how to submit your CPD for audit.

By submitting to this audit you are confirming that you have met the minimum CPD requirements.

This involves:
- Recording your CPD activities
- Reflecting on what you have learned or achieved through your CPD activities
  - Reflecting on at least two CPD activities per year
  - Reflecting on any CPD activity over five-hours long
- Evaluating your CPD activities against objectives
- Reviewing and updating your professional development plan

More information can be found at www.cibse.org/cpd.

Please ensure the user details below are correct before submitting. You will be notified of any feedback on your submission by email at the address shown below.

Click here to amend your details

Name: CIBSE Member
Email Address: engineer@mailinator.com
Member Number: 1234 *
EngC Registrant Number: 1234
Company: CIBSE

Your personal information will automatically appear here.

This information will not be shared with CIBSE’s CPD Assessors; your records will be anonymous.

Submit mycareerpath report:

Select a report:  
--- Select Report --

Submit  Cancel

Select the CPD report you generated in the previous steps.

Click ‘Submit’.

Once submitted the following message will appear:

Thank you

Your submission was successful. You will receive an email when feedback is added to your submission.
CIBSE will be notified once your report is submitted and it will be shared with our CPD Assessors for review.

2.5 Submitting external CPD records for audit

If you maintain an external record of your CPD – i.e., via your employer or through another professional body – this can also be submitted via mycareerpath for audit.

Please note that this evidence must also meet CIBSE’s CPD requirements, where you must reflect on at least two activities and any activity over five hours long. Further information can be found on our website.

To do so, click on the audit link in the box at the bottom of the portal’s home page.
The below will appear. **Click ‘Choose files’ to upload your external CPD records.**

Once submitted the following message will appear:

**Thank you**

Your submission was successful. You will receive an email when feedback is added to your submission.

CIBSE will be notified once your CPD report is submitted, and it will be shared with our CPD Assessors for review.
2.6 Receiving feedback

Your CPD will be assessed by CIBSE’s trained CPD Assessors. At any time, you can view your submission from the homepage.

You will be notified via email once your CPD has been assessed and the status will update accordingly. Clicking on the link will display your feedback.
3. Help

Guidance on how to use mycareerpath, including this document, can be accessed from any page under ‘Help’ or on our website at www.cibse.org/cpd.

For any questions, please email CPD@cibse.org