CIBSE mycareerpath user guide
How to plan, record and reflect on your CPD

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1. What is mycareerpath?

mycareerpath is an online tool used to plan, evidence and report on your professional development. The tool 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
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.

1.1. 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 pass through 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’.

Any questions? Email CPD@cibse.org
1.2. 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.
2. Creating a professional development plan

There are two types of professional development plans you can create in mycareerpath.

1. A plan for your CPD
2. A plan to develop your competence towards Engineering Council registration at EngTech, IEng or CEng.

2.1. Create a plan for your CPD

To create a professional development plan for your CPD, click ‘Plans’ from the main menu.

Give your plan a title and enter your objectives. You will need to enter a start date and completion date.

**Action plan wizard**

**Name:** CIBSE Member

**Title:** CIBSE’s Heat Networks Code of Practice (CP1)

**Objectives:**
- Learn about the current challenges for heat network design
- Discover how the code should be used, and the key goals running through the document
- Be able to apply the code to different types of heat networks

**Start date:** 01/01/2022

**End date:** 01/05/2022

Select ‘CPD’ as the profile.

Save your plan

Save your completed plan by clicking the save button below.

Click ‘Save’ when complete.

Any questions? Email CPD@cibse.org
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 4 ‘Generating a Report’ on page 11.

2.2. Create a plan to develop your competence for Engineering Council registration

If you’re working towards applying for EngTech, IEng or CEng, you can create a plan to develop your competence against the UK-SPEC.

This is optional and is not a requirement to be a corporate member of CIBSE or to apply for Engineering Council registration.

To do this, you must first nominate an Engineering Council profile from the portal home page.

Under ‘Available profiles’ select either Engineering Technician, Incorporated Engineer or Chartered Engineer.

Click ‘Add’.
Then click on ‘Plans’ in the main menu, followed by ‘Add plan’

Give your plan a title and enter your objectives. You will need to enter a start date and completion date.

You can then nominate your Engineering Council profile under ‘select a profile’. This will display all the associated UK-SPEC competences for that level of registration, and you can then select the relevant competences that you wish to add to your plan.
When finished, click ‘Save’, to save your plan.

You also have the option to share your plan with a colleague or mentor. To do this, simply add in their email address and select ‘Save & Review’. This will be emailed to them directly.

### 3. Recording your CPD

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.

There are three fields without a red asterisk. Corporate 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.
Select ‘CPD’ from the profile drop-down box.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). 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.

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

Once you have entered in all the details for the CPD activity, click ‘Save’.
Your CPD activity will now be stored on your list of ‘Evidence’. **Repeat this process to add more CPD evidence.**

Alternatively, you can opt to add a ‘Quick CPD Record’, by clicking here on your homepage.

This will enable you to add a brief summary of your CPD activity, which will be saved in your list of CPD Evidence.
Clicking ‘save’ automatically stores your CPD activity in your full list of CPD Evidence.

This option is recommended for use when you're short of time and would like a reminder of the CPD evidence for you to return to later to complete.

4. Generating a report

Reports are used to gather plans and evidence over a specified period of time.

If you are selected for CIBSE’s annual CPD Audit, you will be 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 CPD 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.

### 5. Submitting your CPD for audit

CIBSE run an annual audit to review a percentage of corporate members’ CPD at random. This is to ensure CIBSE meet and comply with the requirements and standards set by the Engineering Council.

If you have been selected for CIBSE’s annual CPD audit, you will be required to submit your CPD report for review.

During the audit, a box will appear at the bottom of your homepage. **Click on the audit link to submit your CPD.**
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 4 ‘Generating a Report’ on page 11.
5.1. 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 be submitted to mycareerpath for audit.

To do so, click on the audit link in the box at the bottom of the portal’s home page.
You will then have the option to upload evidence of your external CPD records.

Please note that this evidence must 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](#).

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

Feedback will be provided via return email.
6. 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