



CIBSE CPD Guidance



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Continuing Professional Development – what is CPD?

CPD is a long term commitment to enhancing your competence. Maintaining your CPD is a requirement for all CIBSE members and those who hold Engineering Council registration.

CPD is a way of improving and broadening your knowledge and skills. It is about learning and putting into practice new competencies, an investment in your future. Every time you face a new challenge, find out about a new component, talk to a new client or read the technical press, you are engaged in learning.

When you change job roles or move employers there is an even steeper learning curve which is also part of your CPD/development. Often a new job brings increased responsibility for the work of others, and demands a rapid and systematic upgrading of your management skills. Increasing seniority will require leadership skills, as well as training, developing and mentoring others. This demands new learning on your part. Any organisational change will always provide, at a personal level, important CPD and includes the legislation that matters i.e. bribery, security etc.

Why is CPD important?

CPD will build your knowledge and understanding to help you deal with the emergence of new demands and priorities in the profession, changes in the law or regulations, and new challenges at work.

It should be used to maintain your professional competency and fill in the gaps in your knowledge, while building on your strengths.

What you know about your own strengths and weaknesses will strongly influence the direction you take; sometimes an annual performance appraisal will prompt this kind of self-examination.

This should help to ensure that building on your strengths drives some of the development activities you choose.

CIBSE requirements

All CIBSE corporate members are required to:

- 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*.
- Evaluate their CPD activities against objectives.
- Review and update their professional development plan regularly.
- Support the learning and development of others.

Members are encouraged to log/record their CPD activities on a regular basis.

CIBSE provides an online CPD portal, 'mycareerpath', which allows members to plan and track their CPD activities. This is accessible to members by logging into their MyCIBSE account at www.cibse.org

Annually, a random sample of members are asked to submit records to the Institution's CPD panel, listing their objectives and a self-reflection of the CPD activities they have undertaken in the previous year. The records are to be submitted through 'mycareerpath', and evidence including company appraisals and performance systems can be included.

This scheme differs from some other professional bodies where members are asked to account for their activities in terms of a prescribed number of hours completed.

There is no minimum number of hours of CPD you are required to undertake. Instead, members should focus on the outputs of CPD activity for the maintenance and enhancement of competence, appropriate to the individual and their job role.

***Corporate members are required to reflect on at least two CPD activities per year and on any CPD activity that is over five hours long.**

CIBSE Certification Ltd

If you are registered with CIBSE Certification you have specific CPD requirements that are independent of your membership CPD requirements.

You can find details of your CIBSE Certification CPD requirements at <https://www.cibsecertification.co.uk/Certification/CPD-Requirements>

CPD activities

CPD activities are not limited to attending formal courses, lectures and seminars, it also includes:

- On-the-job learning.
- Private reading and study.
- In-house programmes.
- CIBSE Regional, Special Interest Groups, Society or Network meetings.
- Professional Institution committee work.
- Writing papers and articles.
- Supporting or mentoring others.
- Volunteering on CIBSE or other professional body committees.

When recording your CPD activity through your MyCIBSE account, the activity type is categorised into structured, semi-structured and un-structured activities. The activity types are as follows:

Semi-structured:

- CIBSE Regional or group meetings.
- Conferences and exhibitions.
- E-Learning without assessment.
- Non-interactive lectures, talks etc.
- Other Institution technical meetings.
- Presentations and workshops.
- Writing of papers and articles.

Structured:

- Academic studies including vocational studies.
- E-Learning with assessment.
- Formal courses.
- Lecture and seminar attendance.
- Low Carbon courses.
- Professional body meetings with formal lectures.

Unstructured:

- Assisting and supporting others.
- On-the-job learning.
- Open/distance learning that is not assessed.
- Private reading and study.

As part of the CIBSE Journal CPD programme, each month the Journal provides modules to be completed. Simply study the module and complete the questionnaire. Each successfully completed module provides 1.5 hours of CPD. The CPD programme can also be found online. It is free and can be used by any reader:
www.cibsejournal.com/cpd/modules/

CPD at work

On-the-job learning activities which offer CPD opportunities might include:

- Attending technical presentations of new products/components.
- Interaction with professionals from other disciplines, for example at project and site meetings.
- Leading and facilitating meetings and presentations of all kinds.
- Understanding the demands of new regulations or legislation.
- Listening to a new client's brief and devising a plan to meet it.
- Departmental and interdepartmental meetings; bouncing ideas off colleagues.
- Teaching, training, coaching, supporting/mentoring others.
For example, new recruits.
- Getting to grips with a new aspect of IT.
- Managing a dispute or conflict situation.

CIBSE members who are self-employed or working in a small or medium sized partnership or enterprise will find that the Institution provides support and services for professional development comparable to those which are to be found in a large company.

The difference is that our services are geared towards meeting individual rather than corporate objectives. If you are responsible for managing your own CPD – on which your reputation and professional practice ultimately depends – you should utilise the range of CIBSE services outlined on pages 9-11.

Every large organisation offers CPD opportunities. Naturally, these activities are meant to improve staff effectiveness in serving the needs of the business. Systems are designed to set objectives for departments, teams and individuals, and to monitor their achievement. Key Performance Indicators (KPIs) and an annual performance appraisal are just two examples of how personal skills development is linked to commercial targets.

*CPD also links to work appraisals and performance reviews and helps you evidence performance targets etc.

As an individual professional it is essential for your development plan to be wholly owned by you. So if you are employed in a large organisation you need to:

- Think about the ways in which your employer, directly or indirectly, supports your CPD.
- Make sure your employer is aware of how your CIBSE membership benefits them.

Most large firms are aware of the commercial benefits of employing recognised professionals. Something to think about to help get you started:

- What are my own professional and career goals?
- How can I use the opportunities provided at work to help me meet them?

Think how CIBSE can help you do the best for yourself, your clients and your business.

Use your CPD achievements to strengthen your marketing plan.

Recording CPD

As a member of CIBSE you are required by the Code of Professional Conduct to maintain your professional competence; this is across all corporate grades. CIBSE's 'mycareerpath' portal allows you to record your CPD in one place and link your progress and activities to your set objectives.

The recommended planning and review cycle on page 8 is an effective tool to help you to determine and reach your set goals and ensure you capture and record your CPD effectively throughout the year. Consisting of six phases, this cycle is the same for professionals from most backgrounds, disciplines and working environments, and applies at most ages and stages of your career. You can use it as a flexible tool to help you structure what you do. This will benefit you in the long term and serve as a record.

Identify your goals: Identifying goals helps you to focus on what you want to achieve. Setting a timeframe also gives you the motivation to do that and allows you to manage your time and resources more efficiently.

Something to think about when setting your goals is to use SMART goals:

- **Specific:** making your goals clear, helping you to focus on why your goal is important.
- **Measurable:** this helps you to stay on track and keep you motivated.
- **Achievable:** goals need to be realistic and attainable in order to reach them.
- **Relevant:** ensuring that your goal works in line with what you want to achieve, as well as your other goals.

- **Timely:** by setting a target date, this will help to give you a clear deadline making your goals more achievable.

Determine the skills and knowledge you need:

Awareness of what the job demands, as well as good self-knowledge of your own strengths and weaknesses is required in order to determine the skills and knowledge you need.

Plan to achieve: The plan you draw up will take into account the learning opportunities available, the time and resources you have at your disposal and, again, a realistic projected date for completion. Be aware of all the demands on your time and energy, including those outside of work.

Log and record: Logging your activities and recording your learning are two distinct activities. The first requires a simple factual record of what you did, when and where, how many hours spent, sufficient to trigger your recollection of the event. An entry in your diary or planner may be all that is required. (A useful tip would be to log your activities as they occur, this will avoid forgetting what you have done. If you are selected for CIBSE audit, it may be difficult to try and remember all of your activities for the year). The second requires more thought: what new skill or knowledge have you acquired?

Review, evaluate and reflect: The review stage asks you to compare the learning you have achieved with the goals you set yourself. Inevitably some of what you have achieved will have been opportunistic and unplanned. How does where you are now affect your future aims and plans?



CPD audit

CIBSE run an annual* audit to look at a percentage of members, at random. These members will receive a notification requesting them to submit their CPD records by a set deadline.

Members selected for audit will need to upload these records to CIBSE's 'mycareerpath' portal within their MyCIBSE account. CPD recorded in any format can be submitted.

When recording CPD in 'mycareerpath', members will be asked to answer three reflective questions on each activity. Reflective practice must be completed for at least two CPD activities per year, and any activity over five hours long.

Returns are sent to the CPD Panel for review and evaluation. Members will then

receive feedback and advice from Panel members. The CPD Panel is made up of trained assessors who will monitor and assess all CPD returns.

Members who fail to submit any CPD, or are unable to give valid reasoning for not submitting, will be in breach of the Code of Professional Conduct and will be put forward to the Professional Conduct Committee (PCC). At this stage the PCC will review and take disciplinary action if necessary.

Exemptions will include, for example, retired members, maternity leave, out of work etc. If a member believes they are exempt from the audit they should notify CIBSE.

*The audit is run annually to ensure CIBSE meet and comply with requirements and standards set by the Engineering Council.

How CIBSE can help

CIBSE's membership is a worldwide network of building services professionals. There are currently over 21,000 members in nearly 100 countries and active regional committees across the UK and in Hong Kong, Australia & New Zealand, Republic of Ireland and the United Arab Emirates.

As demand increases for more sustainable and energy efficient buildings and services to combat climate change, building services engineers are leading the way. CIBSE membership can offer you a range of valuable services benefiting both you and your career.

These include:

CIBSE Regions

Attending regional activities and events is the best way to meet fellow professionals in your area and to become more involved with the Institution. Activities which contribute at local level such as learning about local projects, member recruitment, mentoring, work with schools and colleges or involvement with a committee can all offer excellent opportunities for CPD.

www.cibse.org/regions

YEN - Young Engineers Network

For those in the first 10 years of their career, CIBSE's YEN are there to provide both local and international support. YEN networks can be found in each of the CIBSE Regions and feed into a global YEN committee. Their events and meetings are designed to provide guidance for new engineers and focus more on the soft skills and knowledge needed to navigate your career.

www.cibse.org/yen

CIBSE Societies

Our societies represent key sectors of the building services industry and through membership offer professional recognition to their members and support the science, art and practice of their field.

All CIBSE members are able to join:

- The Society of Light and Lighting (SLL)
- The Society of Public Health Engineers (SoPHE)
- The Society of Façade Engineers (SFE)
- The Society of Digital Engineering (SDE)
- The Institute of Local Exhaust Ventilation Engineers (ILEVE)

www.cibse.org/societies

CIBSE Groups

Our 19 Special Interest Groups encompass issues that cut across our building services engineering disciplines to provide up to date information and resources on topics such as energy performance, building simulation, homes for the future and many more. Each group offers a full programme of meetings and events each year from which you can participate to fulfil your CPD targets. www.cibse.org/groups

Volunteering with CIBSE

Volunteering can be a fantastic way to enhance the different types of CPD you do each year. Gaining knowledge and skills that can be harder to acquire in some main job roles. Members who are interested in volunteering and getting involved with CIBSE activities can choose from a number of roles in a variety of areas across the Institution, both UK and internationally. For example; join a regional or special interest group committee, become a CIBSE Interviewer or speak at an event. www.cibse.org/about-cibse/get-involved-with-cibse

- Contribute to CIBSE technical publications.
- Contribute to CIBSE responses to government consultations.
- Mentor a young engineer.
- Volunteer as a judge for one of our awards.
- Peer review submissions for the technical symposium.
- Join a Region, Group or Society's committee across the UK or around the world.
- Become a professional review interviewer for CIBSE membership.

Volunteering is a great way to interact with CIBSE and other building services professionals; it enhances your CV and allows you to give something back to the industry. Whether you are newly graduated, recently chartered or a senior engineer who has years of industry experience, working in contracting, consulting or for a manufacturer, CIBSE needs a range of volunteers to help develop and grow the Institution for the future.

If you would like to get involved, please register your interest online at MYCIBSE, in the My Profile section under My Preferences or email: membership@cibse.org

Universities and Colleges

As an accredited professional body, CIBSE maintains close links with colleges and universities offering building services education at diploma, degree and postgraduate level worldwide and can advise members seeking advice on further study. We also provide guidance on selecting the right level of qualified membership for you as well as support and assistance required throughout your application process.

In addition CIBSE enables its members to seek professional registration with the Engineering Council (UK). Contact: membership@cibse.org

Training

CIBSE runs a comprehensive programme of training courses and online learning modules for building services professionals and energy assessors, all of which are available to members of CIBSE, at preferential rates. CIBSE Training can also provide flexible corporate options in order that companies can tailor the training to suit their own requirements. Discover more about CIBSE Training opportunities at cibse.org/Training

Directory of CPD Course Providers

The Directory of CPD Course Providers is available to assist you in identifying suitable courses to meet your CPD needs; delivered by external companies. The directory embraces many different areas suitable for CPD and is frequently updated with new entries. All courses are reviewed and assessed by CIBSE's CPD Panel to ensure that the technical content is of high standard and offers valuable CPD to delegates. To ensure the presentations are approved, look for the CIBSE CPD logo.

Publications

CIBSE publications are recognised as definitive and authoritative works in the field. They provide accessible, bite-sized information on a range of topics. CIBSE members benefit from free access to all CIBSE published titles through our Knowledge Portal. Members also receive a 50% discount on purchases of publications.

Knowledge Portal

The CIBSE Knowledge Portal is a comprehensive reference tool kit with over 750 peer-reviewed publications, digital tools, and other resources to help you take your learning further. This includes all the CIBSE Guides, Commissioning Codes, Applications Manuals, Technical Memoranda, CIBSE Codes of Practice and Research Journals. The Knowledge Portal also provides links to other publications and to thousands of abstracts of British Standards, carefully selected to be directly relevant to building services engineering. Members of CIBSE benefit from unlimited downloads and discounted publications. Start your knowledge search at cibse.org/Knowledge

CIBSE Journal

CIBSE membership includes a subscription to the leading monthly magazine for building services engineers and related professionals internationally. The Journal provides all the news, analysis, comment, features, technical articles, regulatory advice and learning tools needed by the wide range of professionals working in the built environment. The Journal has fully searchable online content, making it even easier for you to browse dozens of CPDs and webinars, the latest news articles, features and case studies, as well as a large digital archive filled with back issues of the CIBSE Journal.

Each month the CIBSE Journal provides a module in its CPD programme. Each module helps to achieve the CPD objective. Every successfully completed module is worth 1.5 hours of CPD. Browse the full offering at cibsejournal.com

Technical Journals

CIBSE members also benefit from free online access to CIBSE's two technical Journals; Building Services Engineering Research and Technology Journal (BSER&T) and Lighting, Research & Technology Journal (LR&T), both of which can be accessed via the Knowledge Portal.

Member Newsletter

Each month CIBSE members will receive an electronic copy of the CIBSE Enewsletter, providing the latest news, events and information from across CIBSE.

CIBSE Webinars

The #GrowYourKnowledge webinar series is designed to support the CIBSE community in maintaining their CPD remotely. Each webinar features a 45-minute presentation, ending with an interactive Q&A session. All webinars are recorded and are available to be watched 24 hours after broadcast. The full catalogue of webinar recordings can be found at cibse.org/GrowYourKnowledge

CIBSE Online community

Keep track of the latest developments in the built environment and contribute to CIBSE discussions and debates through a variety of social media channels including Twitter, Facebook, LinkedIn Instagram and YouTube. Simply search 'CIBSE' across these platforms to find us.

December 2021

