IChemE

Continuing Professional Development (CPD) Audit – Submission Guidance

IChemE requires that upon request, all professionally qualified members must provide evidence to demonstrate that they have selected and undertaken appropriate CPD activities and that such activities have been subject to review afterwards.

The need to carry out on-going CPD activities is a requirement of your membership of IChemE, in accordance with the By-laws and Regulations.

IChemE does not itself mandate a specific number of hours or points for CPD activity that you must carry out each year. We will, however, be reviewing how you identify your CPD needs, planning of CPD activities and your personal review of the CPD activities undertaken.

CPD revalidation is also a requirement for most external registrations held such as CSci, CEnv, ESOS LEA and RPEQ. Where your CPD submission covers your MIChemE/FIChemE membership and an additional registration (such as CSci, ESOS or RPEQ), then additional specific information may be sought in order to demonstrate that you meet the CPD requirements for that registration as defined in the IChemE CPD Policy. These external registrations may have specific requirements that need to be met and some (e.g. RPEQ and ESOS) may require a minimum amount of CPD to be undertaken.

General information and guidance on CPD activity, including IChemE's CPD Policy is available at https://www.icheme.org/membership/demonstrating-cpd/

Purpose of submission

The purpose of the submission is for you to demonstrate that you have planned and carried out appropriate CPD activities and that you have met the appropriate CPD requirements, by providing information on:

- your CPD process - how you identify your CPD needs and set your CPD objectives
- the CPD that you carried out in your last CPD cycle together with outcomes and your review/reflection on them; and
- the CPD that you intend to carry out in the current CPD cycle.

Further information can be found in IChemE's CPD Policy.

Outline of the submission process

- You will have been sent a CPD Submission form, by email, with a request that you complete and return it to IChemE for review.
- Please complete the form and send it back together with any other supporting documents that you wish to submit preferably by the deadline stated. For RPEQ, you will have 30 days to submit the form from when it was first requested.
- IChemE will endeavour to respect the confidentiality of the information provided and your submission will be disclosed only to those IChemE Members dealing directly with the review. We request that any information provided (apart from Page 1 of the submission form) does not contain any company sensitive information. This includes the information

in pages 2 onwards of the submission form and in any supporting documents supplied. If you require for your submission to be fully anonymised please advise the CPD Administrator.

- You may be contacted by IChemE in order to provide additional information or update parts of your submission if the assessor needs more information in order to carry out the assessment. We would ask that you reply promptly to any requests for additional information.

- Your submission will be reviewed and you will be sent feedback based on the information you have supplied, such as to share any relevant good practices and if appropriate, to help address any identified improvement areas.

Submission form section guidance

Member Information

At the start of the form please complete the table with your name, IChemE membership number, email address and membership grade/registrations held. This information will not be passed onto the assessor.

Declaration

All members are required to complete the declaration and date the submission form.

Section 1 – Status

All professionally qualified members are subject to assessment. However, you may be exempt from providing a detailed submission if you are not professionally active.

The term professionally active is used to indicate that an individual is performing one or more roles that require them to keep their knowledge and competence up to date. These do not need to be full-time, or paid roles and so for example members that are notionally retired, but undertaking volunteering roles related to the profession, such as membership interviewing, or who are engaged in outreach or consulting roles should consider themselves as professionally active.

Reasons for not being professionally active might include:

- retirement (and not undertaking any volunteer work related to the profession etc.)
- currently unemployed
- on a 'career break'
- on maternity/paternity leave.

If you consider that you are not currently professionally active, please tick the No box and provide details of your current situation, including information on when you expect your status to change if appropriate (e.g. date of return from career break). Requirements for reinstating members are different. Please refer to the section below.

Note – if you are being asked to submit CPD for a specific registration such as CSci, CEnv, ESOS or RPEQ an exemption from the CPD requirement may not be possible. However, you *may* be able to defer your submission (for up to three years) depending on your personal circumstance (e.g. long term sick leave, unemployed, on a career break or maternity/paternity leave).

Please provide details of your circumstances and we will advise you whether your circumstances will allow you to continue to hold said registration, and if you are eligible for an exemption or deferment.

Membership Reinstatement.

If you are making a submission because you have been advised to submit CPD as part of the process to reinstate your membership then please provide a reason as to why you left membership in section 1. Please also note that only those who are not currently, and do not intend to become, professionally active in the future are exempt from submitting CPD.   All others, including those on a career break, currently unemployed etc, are required to submit CPD. If you have not been professionally active in that time you will need to provide a comprehensive plan that brings your professional development up to date.

If you are applying to reinstate an Engineering Council registration, you will need to have a CPD plan in place, to bring your knowledge and skills up to date. If you are no longer professionally active and do not have a CPD plan, you may only be able to reinstate your IChemE membership. Please contact us if you are not sure whether you are professionally active or not.

Please contact us should you wish to reinstate registrations other than Engineering Council registrations (eg RPEQ, CSci, CEnv etc).

Section 2 – CPD evidence

Please complete the role description section with a brief description of the role that you hold / have held over the period covered by the evidence supplied in the form. This information is helpful to the assessor as context for the CPD information you provide in other parts of the form.

In this section, you are asked to provide evidence, using your recent and future CPD activities, to show how you have identified and carried out the activities in a CPD plan. Please ensure that the information that you provide is related to your continuing professional development objectives and not to general business/job/role objectives. It may be that in delivering general business/job/role objectives skills/knowledge are gained/enhanced. In such cases the information provided should describe the CPD aspects of this work.

The form refers to 'CPD cycles' and the FAQ section below provides an explanation of this term.

You may already have some of the information requested in the form of work-related documents, such as a company 'personal development plan', company training procedures and competence frameworks, etc.

If this is the case, then copies of relevant documents may be submitted electronically, alongside your completed form. If you are providing additional documents, then please list the documents in the table at the start of the section.

If you have used the IChemE tool '*mycareerpath*' to maintain records of CPD, action plans, etc., then electronic copies of the relevant pages may also be attached. It is not currently possible for assessors to obtain information directly from *mycareerpath*.

If you have provided such documents, then when completing Section 2, you should then refer as needed to those documents, by stating the document filename and location within it where the relevant information can be found. You do not need to repeat information in the form that you have provided as attachments, providing they are clearly referenced. However, please note that information requested as part of the CPD requirements must be included within your submission form. It is not sufficient to refer to this only in attached documents.

Please remember to remove/cover any personally identifiable information from these documents before submitting.

The CPD evidence submission form is designed to elicit evidence that you have met all of the requirements, as outlined below. Some of the parts of Section 2 provide evidence for more than one requirement.

Requirement 1	
Members should take ownership of their learning and development and have a process for identifying and planning CPD activities based on their current and future needs (via self-assessment or employer requirement), the outcome of previous CPD activities, and changes that occur in the cycle. *(how do I know what I want/need to do for my continuing processional development?)*	You should be able to provide or explain: ▪ an outline of your CPD cycle ▪ who is involved in the process ▪ how often and when CPD discussions take place ▪ how the development needs for the upcoming CPD cycle are identified ▪ any relevant competence guidelines and assessment criteria (e.g. company specific, licensing bodies) used to guide CPD discussions ▪ what mix of delivery routes (courses, self-directed learning, mentoring & coaching, on-the-job learning) are used and/or available. A variety of delivery routes is expected ▪ how decisions/agreements are made as to the plan for the upcoming CPD cycle ▪ how your CPD is recorded (plans and activities when completed).
Requirement 2	

Members should have a CPD plan, using a range of activity types, with a list of development objectives, each of which has:
 	
▪ a defined purpose.
   (why do I have this objective? and what do I want to achieve?)
▪ an associated set of activities that will be undertaken to achieve the objective.
   (what will I do to achieve this objective and how?)
▪ specific measures of success, if relevant.
   (how will I know that I have achieved my objective?)
	You should be able to provide a list of the development objectives for the last completed, and current CPD cycles, and state the start and end dates for them.
	
	For each development objective set, you should be able to explain:
	
	a) the purpose of the development objective and why was it chosen – for example, how it meets a knowledge need for your current or a future job role
	b) the activities needed to meet the objectives and how these are linked to the accomplishment of the objective – what mix of courses, on the job learning etc. did you use to meet the need
	c) any specific measures of success that were set.
	
	Note that for those submitting evidence for RPEQ registration, evidence for CPD activities completed over the last 3 years (excluding the current year) will be required.

Requirement 3	
Members should reflect on CPD activities they have undertaken and record this. *(what have I learnt or achieved from doing this activity? and what does it mean for my next CPD plan?)*	You should be able to explain how you reflect on the development activities that you have completed, and how/where you record these reflections. The purpose of this reflection step is to allow you to think about • what you have learnt (regardless of whether you met the measure of success that were set), • how you will integrate/apply what you have learnt into your work, • how you learnt (types/methods) and how successful it was for you, and • what it means in terms of your future CPD needs.

	You should therefore be able to explain, if appropriate, how the reflections upon your last CPD cycle activities have influenced the plan for your current CPD cycle.
Requirement 4	
Members should evaluate their CPD activities after completion against the objectives and measures of success that they set. A record of this evaluation should be made. *(did I meet the objectives and targets that I set myself?)*	For each development objective you have set, you should be able to describe if the overall development objectives were met after carrying out the associated CPD activities and if you achieved any specific targets/measures that were set by you or your organisation.
Requirement 5	
Members should have carried out activities that have supported the learning and development of others. *(what have I done to help others?)*	You should be able to outline what activities you have carried out in the last 12 months that have supported the learning and development of others, within or outside of your company or organisation.

Part F of Section 2 asks you to allocate a 'type' to each of the activities that you undertook in the last CPD cycle (Part B) or the last 12 months (Part E). In the 'CPD activity column' you only need to define each activity in as much detail as is needed to allow the assessor to match it to your detailed description in Parts B or E. The exception to this is for those submitting evidence for RPEQ, please refer to the BPEQ website for more information.

For the purpose of this form, the meaning of the various CPD activity types is in general alignment with the definitions used by the UK Science Council, which are summarised below.

Work based learning	Professional development takes place by fulfilling the current job role. Work based learning also includes in-house learning activities and development opportunities that are provided by the employer/organisation.
Professional activity	Activities such as carrying out duties to support a professional body's activities; and also participating in activities that develop the professional skills and knowledge of other professionals.
Formal/educational	Participation in activities that lead to gaining academic/professional qualifications and the attendance at structured learning activities organised by professional bodies, learned societies or training providers; and also the preparation of papers, articles or presentations for a professional audience.
Self-directed learning	Self-directed learning takes place when the individual takes the initiative in diagnosing learning needs, formulating learning goals, designing learning experiences, identifying and using human and material resources and evaluating learning outcomes.
Other	Activities which may not require technical expertise, but which help develop transferable skills and gain experiences that are valuable in the current professional role or in future career directions. These would include involvement in strategic activities for the employer/organisation; and activities carried out outside of professional life.

Further information, and examples, can be found at:

http://sciencecouncil.org/web/wp-content/uploads/2016/01/CPD-Learning-Activities.pdf

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Additional information requirements for specific Registrations

Where specific registrations have additional information requirements for CPD submissions, you will find that theses have been requested within the form you have been sent, and hence Section 2 of the form may ask slightly different questions than the guidance stated above. Please ensure that you answer all questions fully.

The following table lists the key additional requirements for specific registrations.

Registration	Additional information requirement
Chartered Scientist (CSci) / Registered Scientist (RSci) / Registered Science Technician (RSciTech) More information: sciencecouncil.org/cpd/	You should provide clear evidence of 'Science Council' relevant CPD within each CPD cycle and the registrant must meet the requirements of the four Science Council Standards. Your completed CPD activities listed in the table in Part F(and described in Part B) of the form must contain examples in at least three of the categories used in the table. (2 in exceptional circumstances which should be documented). You should describe in Part C how the CPD that you have undertaken has (i) benefitted the quality of your work, and (ii) benefitted the users of your work.
Chartered Environmentalist (CEnv)	You should ensure that the historic CPD described and your plan for future CPD (Parts B and D) contains a suitable and sufficient element of environmental related subjects/topics.
Professional Process Safety Engineer	You should ensure that the historic CPD described and your plan for future CPD (Parts B and D) contains a suitable and sufficient element of process safety related subjects/topics.
Registered Professional Engineer Queensland (RPEQ) More information: bpeq.qld.gov.au/cpd/	You will be asked in Section 2 for information relating to your last three years of CPD activities, and in Part F you will need to indicate the hours of CPD undertaken for each activity listed. The Board of Professional Engineers Queensland state that registered engineers must: ▪ complete a **minimum of 150 hours** of structured continuing professional development (CPD) over a **three-year period** leading up to the renewal or restoration of their registration; ▪ undertake **a minimum 75% (112.5 hours)** of the 150 hours as technical CPD; ▪ undertake **a maximum of 25% (37.5 hours)** of the 150 hours as non-technical CPD (e.g. project management, law, communication); ▪ undertake as a **minimum, 1 hour** of non-technical CPD covering ethics; and ▪ undertake as a **minimum, 1 hour** of non-technical CPD covering risk management. ▪ submit your cpd form within **30-days** of the official request CPD is designed to extend the RPEQ's knowledge and skills in their area/s of engineering. The Board has seven categories in which CPD hours can be claimed: {{TABLE}}

CPD category	Limitations
1 - Formal post-graduate study or tertiary course units not undertaken for award purposes.	There is no limit to the maximum number of hours you can claim.
2 - Short courses, workshops, seminars and discussion groups,	There is no limit to the maximum number of hours you can claim.

	conferences, technical inspections and technical meetings.	
	3 - Structured learning activities in the workplace that extend competence in the area/s of engineering.	Maximum 75 hours.
	4 - Private study which extend knowledge and skills.	Maximum 18 hours.
	5 - Service to the engineering profession.	Maximum 50 hours.
	6 - Preparation and presentation of papers for courses, conferences, seminars or publication.	A maximum of 45 hours for papers published in journals and conference proceedings, or a maximum of 75 hours for papers subject to critical peer review.
	7 - Practitioners employed in tertiary teaching or academic research.	A minimum of 40 hours of industry involvement must be claimed.
Energy Saving Opportunity Scheme Lead Energy Assessor (ESOS LEA)	Your historic CPD described and your plan for future CPD must include at least one ESOS related development objective each year which covers one or more of the nine ESOS LEA core competency areas. In addition, a minimum of ten hours of ESOS related CPD per year is required to be undertaken. You will be asked to detail the hours spent on ESOS related CPD activity in Part F of the form. You will also be asked to list what ESOS audits you have been involved with in the last 12 months.	

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Appendix 1

Frequently Asked Questions

Q. Why have I been chosen to submit a return?

A. A proportion of members holding a registration are audited each year. Members chosen to provide a submission have been selected at random (with the exception of RPEQ who are sampled every 7 years as standard)

Q. What happens if I don't make a submission when asked?

A. Adherence to the CPD policy is a requirement of membership. Failure to comply may be treated as a breach of the IChemE By-laws and Regulations, and action may be taken in such circumstances. Please see the CPD Policy for more information.

Q. What should I do with the feedback provided?

A. The feedback provided by the assessor is provided to you in order to suggest ways to help you improve your own processes and to help you meet IChemE's criteria if you have been assessed as not yet meeting them. Some Licensing Bodies require that you address any improvement area feedback points in order to retain the registration, and this will be explained by the CPD Administrator if it applies to you.

Q. Will I have to do this again next year?

A. As the selection process is random, there is no set frequency for when members may be requested to make a submission (with the exception of RPEQ). If you have been selected in the past, you would not normally be asked again to submit a return within five years of your last submission. However, if your assessment is deemed to be deficient in one or more aspects, then you may be asked for a further submission sooner.

Q. What do you mean by last complete CPD cycle and current CPD cycle?

A. The diagram below shows what we mean. For many people, a CPD cycle is one calendar year, starting in January with setting objectives and planning for the year, and finishing in December, with CPD activities being carried out throughout the year. In many cases, it is also linked to an employer's personnel performance process.

There is no requirement however for the CPD cycle to be a fixed calendar year or a period of 12 months. The duration and the timing of the CPD cycle will be specific to an individual's circumstances, however it is not usual for a CPD cycle to last more than 3 years.

The request for submission by IChemE can therefore arrive at any point in the CPD cycle.

Q. What is the difference between a development objective and CPD activity?

A. A development objective is an overall outcome that you wish to achieve from CPD. This may be accomplished by one or more CPD activities that when completed deliver the development objective.

Q. What is a 'measure of success'?

A. It is a specific aim, target or similar that is set at the commencement of the work and at the end of the cycle can be identified and quantified as having been achieved.

Q. What do you mean by 'undertaking reflection'?

A. Simply put, undertaking reflection means that after you have carried out a development activity you need to ask yourself *"what did I get out of this?"* so that you can see a clear link between the effort you put into your development activity and the benefits you get out of it. Undertaking reflection will help you to see whether you have fully met the learning outcomes desired and if not this will help to better define future development activities to meet those needs.

Document control

Version no.	Date issued	Changes
v.10.0	October 2023	Changes to Submission Process – no longer anonymizing Changes to Reinstatement – clarifying EngC's need for a CPD plan
V9.0	June 2022	Changes to 'Additional information requirements for specific Registrations' section to cover changes to BPEQ requirements for RPEQ and Science Council's emphasis on their four standards for CPD revalidation.
V8.1	January 2022	Adding process for Membership Reinstatement.
V8.0	October 2021	Changes to RPEQ's additional information requirement
V7.0	September 2020	Changes to make the document less focused on M/FIChemE and refer to professionally qualified members; RPEQ requirements; and FAQs.