

CONTINUING PROFESSIONAL DEVELOPMENT

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engineering
new zealand
Institute of Engineering Professionals

WHAT IS CPD?

At Engineering New Zealand, we think continuing professional development (CPD) is the most effective way to stay current and keep on top of your game. There are so many benefits for members, employers, the engineering profession and society. In an environment of rapid change, it helps you focus on keeping your skills and knowledge up to date. You'll build confidence and credibility and equip yourself with the tools you need to grow in your career. Taking a proactive approach to CPD can help you improve your career prospects and increase your employability. Plus, you can spot gaps in your knowledge and experience by recording your learning.

WHAT DO I NEED TO DO?

If you're part of Engineering New Zealand as an Emerging Professional, Member, Chartered Member, Fellow or Distinguished Fellow, you'll make a pledge each year to ethics and continuing professional development (CPD). You'll commit to completing 40 hours of CPD activities each year, unless you're on a career break or you're a retired member with an exemption.

- Aim to do a range of CPD activities across different categories.
- Make sure the activities you choose are appropriate to your career stage and help you maintain or improve your knowledge, skill or judgement in your area of engineering practice.
- Work activities only count towards CPD if they're non-routine and contribute to your development as an engineering professional.

From time to time, the Engineering New Zealand Board may specify CPD requirements in a particular area, eg if we change the Code of Ethical Conduct. If it affects you, we'll let you know what you need to do.

If you're an Emerging Professional Member, you can choose to complete the Emerging Professional Development Programme. If you're employed by one of our Professional Development Partners, they can help you complete the framework with a programme of their own. If not, we'll support you through our programme. Download our document, *Emerging Professionals Development Programme*, for more details.

CHOOSE FROM A VARIETY OF LEARNING ACTIVITIES

Work-based learning

This might include formal induction training, workplace knowledge sharing or on-the-job training.

Professional body activities

You could go to a lecture, webcast, workshop or site visit, or join a committee. If you deliver a paper or presentation, or promote engineering in schools or colleges, that counts too. You can also consider volunteer work and applying successfully for registration as a Chartered Professional Engineer as professional body activities.

Self-directed learning

Reading or watching relevant content is a great way to boost your learning and to get a broad view of your industry. If you publish a journal article, you can include that in your CPD.

Mentoring

Being mentored or mentoring someone else is a good way to develop professionally and gain deeper technical understanding. This also counts towards your CPD hours.

Courses, seminars and conferences

Keep track of the courses, seminars or conferences you attend, what you learnt and whether you delivered a presentation. You don't have to have attended in person for it to count, so keep a record of your e-learning and computer-based learning, too.

Further education

If you study towards a relevant Bachelor's degree, Master's degree, PhD, Diploma or Certificate, you can count it towards your CPD hours.

KEEP TRACK OF YOUR HOURS

You'll need to keep track of all your CPD to show you've met your annual target of 40 hours. Using our member area is the simplest way to do this, particularly if you're a Chartered Member. It will give you a career-long summary of all your CPD activities, so you can look back at what you've learnt as an engineer. It will give us evidence that you've completed your required hours of CPD. And Chartered Members can use the online system to send through their records for their CPD practice reviews.

You don't need to use our online system to record CPD if you're an Emerging Professional following a Professional Development Partner development programme with your employer. Your employer will work with you to record your CPD and will confirm with us that you've met your CPD requirements.

Your CPD year

We'll count your CPD year from 1 January to 31 December – a calendar year.

CPD practice reviews

If you're a Chartered Member, you'll have a CPD practice review at least once every five years. Your review may be scheduled more frequently in certain circumstances: if you've been the subject of a complaint; if you're working in a high risk area; if we want to follow up on whether you're meeting your CPD requirements since your previous CPD practice review; or if there are other requirements from our Board.

If you're having trouble meeting the CPD requirement, please let us know. We'll make every effort to support you and work with you.

EXEMPTIONS

If you're retired or on a career break, your CPD requirements may be a bit different. You won't need to meet the CPD requirements if you've:

- stopped providing engineering services (with or without reward)
- stopped providing any other services for reward
- don't plan to in the future.

If this is you, you can apply for an exemption. If you've got an exemption, you can show that by either voluntarily stopping using your Chartered Member post nominal, or by using a retired (Ret.) qualifier after your post nominal.

If you're on a career break, CPD remains an important part of your Engineering New Zealand membership. You need to do enough during your career break to keep track of developments within the profession. There's not a set amount you need to do, though. You'll know what's most useful for you. But as a guide, we suggest you read Engineering New Zealand publications, plus anything from relevant interest groups, and you keep in touch with your professional networks.