

Continual Professional Development (CPD) Policy

Continuing Professional Development (CPD) is defined as the structured continuation and broadening of knowledge and skills to maintain and develop professional competence throughout your career in sustainability.

Whilst all members regardless of grade are encouraged to commit to developing and upholding professional knowledge and competence as outlined in IEMA's Code of Professional Conduct, maintaining CPD records is a mandatory requirement for those members holding a professional membership.

All members will be required to sign a CPD declaration upon achieving a professional grade, and annually at the point of renewal thereafter. Our CPD policy provides a framework outlining best practices in maintaining your CPD.

- 1) All members holding professional memberships are required to keep an annual record of ongoing CPD. Professional membership is defined as those holding either a Graduate, Associate, Practitioner, Full, Fellow grade or where a member holds a Special Register.
- 2) The annual CPD cycle commences on 1st January and ends 31st December.
- 3) CPD records must be formally structured with:
 - (a) clear goals;
 - (b) a list of pending and completed activities;
 - (c) an evaluation on the activity undertaken;
 - (d) a reflection on the progress made towards achieving the identified goals.
- 4) Members must use CPD to demonstrate they are maintaining professional knowledge and competence in line with their current membership grade.
- 5) Members are encouraged to carry out a variety of activities when undertaking CPD. There are no limitations on the type of activities undertaken and can comprise of both formal and informal, directed and self-directed learning.
- 6) CPD must be recorded using IEMA's CPD form or the online CPD platform, however, employer's forms or those of another professional body will be accepted if all sections in point 3) are clearly listed.
- 7) A random sample audit of 1% membership CPD records will be carried out on an annual basis. Sampled members must evidence all sections outlined in points 3) and 4).
- 8) If members cannot provide sufficient evidence to demonstrate both points 3) and 4), members will be required to revise and re-submit their CPD for further review.

- 9) In cases where members fail to submit evidence of CPD on request, or following further re-assessment, cannot provide sufficient evidence, this may result in a referral to the Professional Standards Committee. In some cases, it may result in the downgrade of membership to Affiliate.

- 10) IEMA's online recording tool is operated and managed by a third party, the Engineering Council. Upon initial registration to the online system, members are required to sign the Council's privacy declaration, and we urge members to review this before using the system. Further details about IEMA's Privacy Policy can be accessed [here](#).