Continuing Professional Development

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Continuing Professional Development (CPD) is how ecologists and environmental managers maintain and improve their knowledge and skills and develop the personal qualities required in their professional lives. CIEEM aims to promote high professional standards and to ensure public confidence in the professional service offered by all its members. CPD is an important part of this both for you as an individual member and for CIEEM.

Maintaining your CPD record provides evidence that you are fulfilling the needs of your employment role as well as meeting the requirements of your CIEEM membership grade. Planning your future CPD requirements, assessing the gaps in your current CPD record and identifying relevant areas of skill and knowledge that need enhancing, will support your progress both as a CIEEM member and to help achieve your career goals and aspirations.

What are CIEEM's CPD requirements for members?

All CIEEM members at Fellow, Full, Associate, Graduate and Qualifying grades need to complete a minimum of 30 hours relevant CPD per annum, of which a minimum of 20 hours must be structured CPD. The relevance of CPD undertaken should be guided by reference to CIEEM's Competency Framework.

Part-time workers must meet the same requirement as those working full-time. Some members have the option to request placing their membership into abeyance. The most common reasons for requesting an abeyance agreement are maternity/paternity leave and childcare; issues related to long-term/chronic illness; or a temporary career break. Members in abeyance have declared that they are not working and are therefore not required to complete CPD. However, they will continue to receive selected member benefits to enable them to keep in touch with developments in the sector and undertake some CPD should they choose. CPD courses can also be undertaken at membership discounted member rate where applicable, or at CIEEM's low-income rate (if eligible).

You will also need to meet the minimum CPD requirement if you are applying to upgrade to a competence assessed membership grade, for Chartered Status or if you wish to register for the CIEEM Professional Directory.

CPD should be recorded annually using the online CPD tool. There is a CPD Planner built into the tool to help you to review your current CPD needs and then design a plan to help you meet these needs effectively.

Failure by a member to undertake CPD (or be able to provide satisfactory evidence of doing so) constitutes a breach of CIEEM's Code of Professional Conduct. An annual CPD audit takes place in October, where a random sample of members are selected and their CPD is requested and assessed.

Why is CPD important?

Ecology is a rapidly advancing subject – so it is important that you make sure that you can show you are up to date with professional developments. CPD can help you to gain the skills and knowledge to perform well in your current employment role. It can also support your development of the competences that might be needed in the future as the nature of your work and the profession changes. Relevant, planned CPD can increase your sense of job satisfaction, improve confidence in your performance and increase your personal effectiveness. It can also help you to progress towards a role or career path that you aspire to.

How can I effectively record my CPD?

Maintaining your CPD record on a regular basis is not too onerous once you get started.
For example, did you attend a CIEEM or other relevant conference recently? Have you participated in a training course or an online webinar, or delivered a presentation to colleagues? Have you read an article in a publication such as *In Practice* or reviewed a CIEEM Policy e-Briefing? By using the planner tool and updating your record frequently you will soon discover that you are undertaking CPD more often than you think and it will be easier to record whilst still fresh in your mind.
The online CPD tool is designed to make planning and recording your CPD easier than ever before providing a quick and easy-to-use by:

- implementing an online format with hover-over prompts for each area needing completion;
- automatically recording your annual accumulation of CPD hours towards achieving the CIEEM requirement for structured and unstructured CPD activities;
- allowing you to review your annual CPD records on one page as well as the option to view different years separately;
- providing a drop-down list of CIEEM Competence Themes to demonstrate the relevance of your CPD (which you can examine in more detail by accessing the Competency Framework whilst completing your form);
- helping you to make the most of your learning by asking you to reflect on how you apply it; allowing you to flag when areas of CPD may need reviewing, such as the expiry of a certificate, or a date when relevant legislation is due to be updated; and providing the facility to indicate where further CPD for a particular area is needed and should be included in future CPD planning.

Examples of structured/directed CPD:

• formal home study - such as distance learning;
• teaching - for those in non-academic practice (*e.g.* part-time lecturing, presentations to colleagues);
• technical authorship - such as the preparation of material for courses and technical meetings, or for publication in the technical press;
• supervised research;
• aspects of practice with CPD value such as in-house training, secondments, staff exchanges, mentoring scheme participation;
• activities of a technical/professional nature such as involvement in specialist working parties or technical committees;
• structured voluntary work;

• project experience (where this is new to the member concerned and involves
a structured learning process); and
• participation or lecturing at short courses, conferences and seminars including online events such
as webinars and e-learning modules.

Examples of unstructured/undirected CPD:

• private reading and study, including technical journals;
• online research and information sharing such as participating in
specialist online forums, using e-bulletins and viewing podcasts;
• technical research for practical work;
• 'on the job' project work which is consciously and systematically undertaken within the work
environment; and
• networking at professional events.

How can I meet the costs of undertaking CPD?

Your CPD activities, and any action which you need to take to maintain your professional
competence, is your responsibility as a member of CIEEM. The Chartered Institute
takes the view that the professional competence of our members is very much
in the interest of all employers, and that employers should offer as much support as they reasonably
can. By carefully planning your CPD to target the areas where gaps have
been identified, and taking time to research the available resources, high costs can be
avoided. You may also want to share your CPD with your employer as evidence to support your
professional competences.

How does CIEEM's Competency Framework support my CPD?

Competences are the skills, knowledge, abilities and personal attributes that are
essential to perform certain professional functions. The Competency Framework
enables you to identify the competences required for specific roles so that you can plan
your CPD to fulfil your current employment role and develop your career progression.
The framework will also be used to inform competence-based assessment of the CIEEM
membership eligibility at different grades, including Chartered status, as a means of
promoting standards of practice.

How do I plan my CPD and what tools can help me?

CIEEM's Training and Professional Development Programme provides members
with discounted short courses, conferences and other formal and informal events
designed to support the development of your professional competences. Careers guidance
including job profiles, case studies and sector-based information is also available to
help you plan your CPD activities into the long-term.

Planned CPD is good for you, your employer and the Chartered Institute. The CIEEM online
CPD Planner is designed to complement the CPD recording tool which when used together will help
you to identify gaps in your professional competences and plan ahead to meet your CPD needs.

FAQ'S regarding CPD and the online CPD tool

I'm about to go on maternity leave/paternity leave, what should I do?
Contact our membership team on membership@cieem.net to request an abeyance agreement and suspend your membership whilst you take a career break. If you need any further advice or if this above isn't an option for you, get in touch with us.

I work part time; do I still have to meet the same CPD requirements?
Yes. There are plenty of ways to complete CPD with limited time and funding. These include: attending free webinars, volunteering and reading IP or journals. CPD doesn't necessarily need to be technical, you can also use transferable CPD such as; problem solving, negotiating, giving presentations, committee work.

Can I still log my CPD from previous years on the online CPD tool?
Yes, you will just need to enter the date in which each activity was completed on and the tool will automatically file this into the appropriate year.

When do I need to 'submit to CIEEM' on the online tool?
There is no need to formally submit your CPD to CIEEM unless you are asked to do so in the annual audit, we can see your submissions regardless.

What do I do if I'm not working due to sickness or thinking about taking a sabbatical?
Please contact cpd@cieem.net if you are experiencing sickness, personal issues, thinking of a career break etc. and we can advise you on the most appropriate solution.

'I'm not sure I can renew as I can't fulfil the CPD requirements'
Please email cpd@cieem.net and speak to the Professional Development Team for further guidance, before making a decision.

The following questions may help you plan your CPD:

1. **What CPD did I undertake last year?**
   • What gaps did this CPD identify?
   • Are there any areas of CPD which I would like to further develop?
   • Does any of my current CPD lapse or need reviewing this year?

2. **What are my professional and personal goals for the year ahead – what do I need/ want to learn?**
   • Are there any formal requirements I must meet? (*e.g.* as specified by my employer to count towards a qualification or maintain a license or skill)
   • What about my own career aspirations and personal development – what competences do I need to develop to help me progress?
   • Which areas of the CIEEM Competency Framework do I need to maintain or develop to a higher level to support my CIEEM membership application, upgrade, or Chartered status application.

3. **How will I achieve my goals?**
   • What will be the best way to acquire the skill, knowledge or experience I need?

• How can the learning be delivered – will it require a structured approach (like a training course) or would an unstructured more informal approach be just as beneficial (*e.g.* work shadowing a colleague).

These CPD requirements came into effect on 1 October 2017 and supersede any previous CIEEM CPD requirements/guidance.