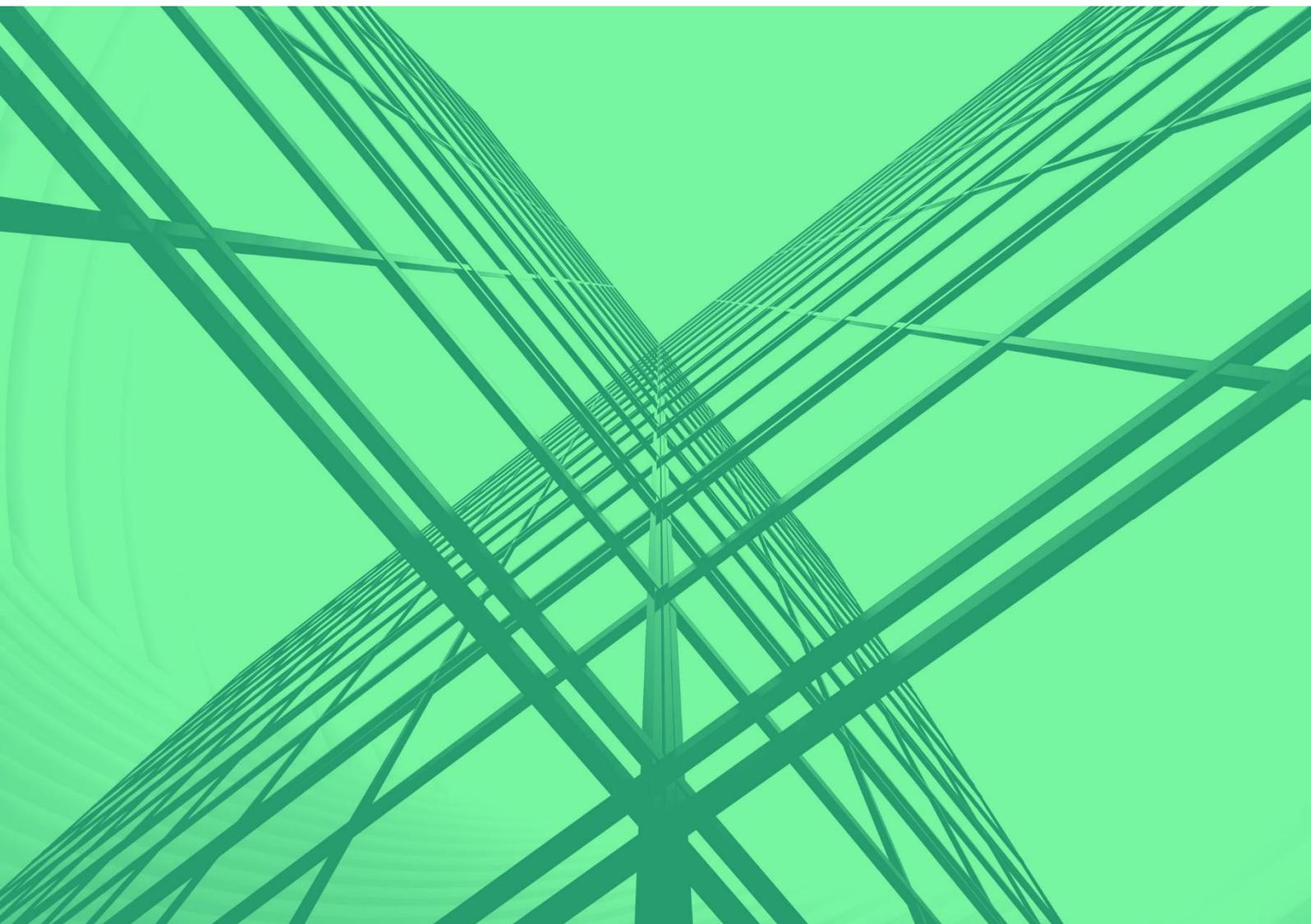


# Mandatory Reporting of Continuing Professional Development (CPD)

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Version: 2024



## Introduction

CPD is progressively more important globally. The highly competitive nature of our industry means that it is vital for structural engineers to maintain and develop their skills and abilities in order to advance their careers.

Clients and employers expect engineers to undertake appropriate CPD on an ongoing basis, and the onus for development remains on the individual as the primary interface between the industry and the general public although employers may offer support. Working within such a high-profile industry so closely concerned with health, safety and risk places a number of obligations on our members; not least is the duty to maintain and extend their knowledge, expertise, and experience.

## The Institution's CPD Policy

The Institution defines CPD as “the systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life”. Attaining a professional qualification is one stage in the process of lifelong learning. Structural engineers need to change and develop in order to remain competitive in an evolving industry. The current code of conduct states that members shall “maintain and broaden their competence and assist others to do so.”

It is vital that our members remain at the forefront in maintaining and developing their professional competence for their own benefit and for that of society. They should also assist in furthering the formation and professional development of other members and prospective members of the profession.

Every year a proportion of the membership is explicitly requested to mandatorily submit a CPD record. You can be expected to be contacted once in every 3-5 years for submission of their CPD records.

Anyone receiving a request to submit their CPD record must do so by the given deadline. Failure to comply or engage with the request will result in removal from membership of the Institution. Such action will not be automatic; staff will communicate with you to offer assistance and support. Extenuating circumstances will be taken into account.

## Benefits of CPD

### Benefits to the individual

- ▶ Maintaining and improving knowledge and abilities leads to enhanced work performance and confidence.
- ▶ Career prospects are widened and improved.
- ▶ Focuses the individual's career development, allowing for specific targeting of activities.
- ▶ Individuals are better prepared to react and adapt to a changing profession and world.
- ▶ Demonstrates a commitment to the profession and continued competence.
- ▶ CPD records are required when transferring to the grade of Fellow
- ▶ Up to date CPD records are normally required when applying to join other professional organisations and in jurisdictions where professional registration is required in order to practise.

In an increasingly litigious world, it makes obvious sense to take precautions against possible legal action. It is not beyond the realms of possibility to imagine an enterprising lawyer capitalising on the lack of CPD approval in order to undermine or cast doubt on an individual's professionalism. An easy way to potentially mitigate against this eventuality is simply to ensure that your CPD record is approved.

Although graduates are not requested to complete the Activities Record, they are required to demonstrate a commitment to CPD during their Professional Review Interview and need to gain the support and signature of a Fellow for their application to Chartered or Associate-Membership. This can be easily achieved by attendance at Regional Group evening meetings and seminars.

### **Benefits to the employer**

- ▶ Better skilled and more efficient workforce.
- ▶ More adaptable staff.
- ▶ Employers who support CPD can expect greater staff retention and motivation.
- ▶ There may be a potential impact, through non-submission of CPD, on P.I. Insurance and liability under CDM regulations

## **Mandatory reporting of CPD**

### **Why is the reporting of CPD mandatory?**

- ▶ Many well-respected professions already have mandatory reporting of CPD and there is a growing awareness of CPD, its relevance and importance amongst the public.
- ▶ Increasing number of engineering organisations throughout the world are moving towards compulsory reporting of CPD often directly related to practice licences.
- ▶ The advent of the Structural Engineers Register (SER) in Scotland and Jersey, and the proposal for similar schemes in England and Wales, indicates that mandatory reporting of CPD will become inevitable across the UK. The Institution aims to be at the forefront of any such proposal rather than following the edicts of other organisations/bodies

### **Who is required to comply with the scheme?**

- ▶ This applies to all Technicians, Incorporated-Members, Associates, Chartered Members and Fellows who are engaged in engineering.
- ▶ Those retired or not practising as an engineer are not required to undertake CPD and the scheme will not apply.

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**An annual requirement to declare a commitment to the Institution's CPD policy. The Institution believes that the simplest way for members to declare their commitment is via a short statement on the Subscriptions Notice. This declares that upon paying your subscription you have satisfied your CPD obligation and will undertake at least 90 hours of relevant CPD activities over a three-year period.**

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### **CPD hours per year**

Individuals are expected to undertake at least 30 hours of CPD per calendar year, including six hours in relation to Structural Safety and a further six hours covering Sustainability themes. As this scheme operates on a rolling basis over three years, it is possible to have a year where fewer CPD activities occur and for this shortfall to be overcome in subsequent years. However, this should only occur in exceptional situations and reason(s) for the shortfall must be indicated on the Activities Record or other submitted document.

It is the Institution's view that all engineers should easily be able to attain 30 hours of CPD per year.

### **Non-technical CPD**

Those who have moved away from the more technical aspects of engineering must still submit CPD details on request. If the CPD activities are not of a technical nature, then you should state their current position so that when their CPD is assessed it is clear why activities fall under non-technical headings.

### **Structural Safety**

Individuals should demonstrate a commitment to structural engineering safety and should aim to gain at least six hours of each year. This reflects the importance on health and safety by our industry to ensure that individuals continue to maintain their competence in this area.

The Institution strongly encourages individuals to engage with the activities of Structural Safety (<https://www.structural-safety.org/>) which includes CROSS updates (or the equivalent). This element of CPD will be measured as part of the annual CPD submission cycle and feedback will be provided to any individual who does not demonstrate the expected level of commitment.

Examples of Structural Safety activities may include:

- Reading SCOSS newsletters and reports as well as signing up to alerts
- Reading CROSS reports
- Reading structural failure investigation papers and articles
- Reading structural safety papers and journals
- Structural robustness learning
- Disproportionate collapse learning
- Structural reliability learning
- Structural inspections, monitoring and maintenance learning

### **Sustainability**

Individuals should demonstrate a commitment to sustainability and should aim to gain at least six hours each year. This reflects the importance on sustainability by our industry to ensure that individuals continue to maintain their competence in this area.

Examples of Sustainability activities may include:

- Attending the Climate Emergency e-conferences
- Reading Climate Emergency Task Group investigation papers and articles
- Reading the Society for the Environment's papers and articles and signing up to alerts
- Reading the Institution's Sustainability Panel's reports and signing up to alerts

### **Mitigating circumstances**

Examples where a smaller quantity of CPD may be acceptable include career breaks; pregnancy or caring for young children; or illness. There may be other situations that would provide valid reasons for a lower amount of CPD being reported – these can be detailed in the appropriate section of the Activities Record.

However, not every reason for failing to report or accrue sufficient CPD will be valid. Lack of time, for instance, would not be considered an appropriate explanation; neither would be stating that there are no courses in the local area or that one's employer refuses to pay for courses.

### **Consequences of non-compliance**

If a member does not submit an appropriate CPD record, they may ultimately be removed from membership. However, in such cases members will be given the opportunity to explain why they have been unable to comply.

It is only where a member does not respond at all or provides inappropriate reasons, e.g., insufficient time, too expensive to attend courses, refusal to comply on principle, etc. that they will become subject to the non-compliance procedures, which comprise:

- ▶ After the given deadline non-compliant members will be reminded of their obligation to submit a CPD record as per the Institution's Byelaws.
- ▶ If they do not comply, their name and membership number will be reported to the Institution's Membership Committee. The member will be informed of this and again requested to submit a CPD record.
- ▶ If the member does not then submit a CPD record they will be reported to the next meeting of the Membership Committee where they will be removed from membership of the Institution.

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**The Membership Committee meets every 3-4 months so there will be a significant period of time in which the member will be able to prepare and submit their CPD record.**

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### **CPD activities**

CPD is not just about attending courses; there are many ways of undertaking CPD.

These include (but are in no way restricted to):

#### **Work-based learning:**

- ▶ relevant learning from practical experience
- ▶ teaching/mentoring of members and prospective members
- ▶ project specific research
- ▶ IT skills development

**Self-directed study:**

- ▶ preparation and delivery of lectures
- ▶ preparation of articles and refereed papers
- ▶ reading of journals/technical papers
- ▶ post-graduate study

**Courses/events/seminars:**

- ▶ Institution
- ▶ in-house
- ▶ external (for example, supplier-led seminars)
- ▶ attendance at lectures, seminars or conferences

**Horizon broadening activities:**

- ▶ Institution work (e.g., Regional Group and Institution committees, informal study groups, Professional
- ▶ Review Interview Reviewer, examiner, etc)
- ▶ community and public service involvement (e.g., school governor, business and community involvement, etc).
- ▶ appropriate TV and radio programmes

Where possible you should avoid using vague, unsubstantiated terms. The Professional Development Panel Reviewers are not asking for in-depth information, but they will want to understand what CPD has been undertaken and gain an insight of your development. Global terms such as 'various seminars', 'research related to numerous projects' would not be considered acceptable. This is not to say that the necessary CPD remains unfulfilled, merely that, as the details have not been included, it cannot be appropriately reviewed. So, you should indicate what the seminar was about, or what research was undertaken, and the benefits gained. One sentence stating the course or article title plus the development gained will usually be sufficient.

It is not enough to list work responsibilities. You need to ensure that the learning you have undertaken is clearly stated. Similarly, it is not enough to give details of projects worked on, unless they also state how you have undertaken research/learning related to those projects and what developmental benefits you gained.

## Completing and submitting a CPD record

### Online

This option is accessed via the 'My Account' section. It is a web-based resource that allows you to enter details onto an electronic version of the CPD Activity Record at any point during the year and save the information for future reference. This means that, come submission time, you will only need to update the form – if necessary – and click the 'submit' button. You also have the ability to archive your online CPD Activity Record. This automatically occurs when you submit your CPD online, and this archive will remain accessible to you should you wish to see a previously submitted version.

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**Please note that, as the online facility is contained within the secure 'My Account' section, it is only possible to view and amend your own details.**

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Completing the online version of the Activities Record is not the only way in which this resource can be utilised. You can also upload and submit any standard format document you wish via this facility.

### **Other ways to submit**

The Institution will accept forms from other organisations. If you have already completed a record for another institution (for example, ICE, HKIE, Engineers Australia), or prepared a record for your employer or personal use, you can simply submit a copy of that document to the Institution. It is the content that is important not the type of form. Additionally, if you are required to submit a record as part of the legal requirements of practising in your locality, you can use this. There is no need to copy and paste information from one form to another. The only thing we would ask is that you ensure that the following are included:

- your name
- Regional Group
- membership number
- number of hours spent on each activity
- benefits gained from each activity

Give details wherever possible (including dates)

### **Acceptance of other organisations' CPD requirements**

Some organisations have CPD programmes which are broadly in line with this Institution's policies and members of those bodies who have satisfied the CPD obligations within that organisation are not therefore required to submit CPD details; the relevant organisations are given in the appendix.

You must however either submit written confirmation stating:

*'I hereby certify that I am professionally registered with {insert name of relevant organisation} and have satisfied their requirements for Continuing Professional Development.'*

or

*an official notification from your 'host' organisation comprising a list of compliant members must be received by the Professional Review and CPD Executive.*

In either case the membership number of the 'host' organisation must be provided.

**Arrangements with other bodies whose CPD schemes that are recognised by the Institution**

Country (Host Organisation)	Number of CPD Hours	Consequence of non-compliance in country
Australia (EA)	<p>150 hours over three years.</p> <p>Normally audited not less frequently than every five years</p>	<p>Failure to comply means the member cannot register with the National Professional Engineers Register (NPER)</p>
Barbados (BAPE)	<p>Five CPD activities where a minimum of three of them must be technical activities based on a three-year moving total.</p> <p>Therefore, a shortfall in any year can be made up in the following years, and any extra activities can be carried forward for up to two years. The three-year total must not be less than 15 activities.</p>	<p>Graduate members must complete the minimum CPD requirements to transfer to Corporate membership.</p> <p>Corporate members who fail to meet the minimum CPD requirements will be invited to an interview with the CPD sub-committee and an interim arrangement will be designed specifically for that member. Interim arrangements will be designed on a case by case basis.</p> <p>Corporate members who blatantly reject the CPD program will be recommended to the Engineers Registration Board for de-registration.</p>
Canada (EGBC)	<p>90 hours over three years.</p>	<p>Revocation of the StructEng designation will be considered if CPD levels are low for three consecutive years. An interview with a member of the Structural Qualifications Board will be held with the StructEng member, to determine if there are extenuating circumstances that justify continuing the member's StructEng designation for another year.</p> <p>StructEng failing to submit reports, submitting fraudulent reports, or failing to correct deficiencies as directed, will not be entitled to maintain their StructEng designation beyond the date determined by the Association.</p> <p>Audits may be conducted at random; or as the result of focus on specific practice areas; or following a complaint, practice review, or investigation.</p>
China (PQRC)	<p>60 hours over three years</p> <p>Compulsory and optional courses with some examinations.</p>	<p>Failure to comply means the member cannot register and therefore cannot gain a licence to practice.</p>

Country (Host Organisation)	Number of CPD Hours	Consequence of non-compliance in country
Hong Kong (HKIE)	30 hours per year; 1% random sample	<p>Warning letters sent in first and second years of non-compliance. CPD committee follow up asking for reasons for non-compliance;</p> <p>Failure to comply in third year results in member being invited to an interview with CPD committee representative(s).</p> <p>Failure to comply for fourth year will result in those members having their names published in Hong Kong Engineer.</p>
Structural Engineers Register (SER)	20 hours technical CPD directly relevant to their certification activities each year.	<p>Failure to submit an approved CPD return may result in:</p> <ul style="list-style-type: none"> <li>• Notification that CPD is inadequate and that failure to rectify the situation by the next year could lead to suspension from membership</li> <li>• Non-approval of the submission with a recommendation that the Certifier is suspended from membership for a recommended period which shall not be less than 12 months.</li> </ul>
Singapore (PEB)	Total 40 (20 each from structured and unstructured courses).	<p>No Professional Engineer is allowed to provide professional services without a valid Practising Certificate for the year (e.g., 2014).</p> <p>A Practising Certificate is issued for the year (e.g., 2014) to Registered Professional Engineers, provided a return is made satisfying the minimum number of PDUs (Professional Development Units) in the preceding year (e.g., 2013).</p> <p>A member of this institution, who is also a registered Professional Engineer, qualifies for the Institution's CPD notation once the return is verified by the Singapore Division Co-ordinator and confirmed/accepted at HQ.</p>
South Africa (ECSA)	25 credits over five years (minimum of three per year).	If a member does not comply, they cannot renew their registration with ECSA.

Country (Host Organisation)	Number of CPD Hours	Consequence of non-compliance in country
	<p>Credits are weighted according to activity with some activities gaining more credits than others.</p> <p>Renewal of ECSA (Engineering Council of South Africa) registration every five years.</p>	

## Mandatory reporting of CPD: FAQs

### 1. Who does the scheme apply to?

Practising, non-retired engineers from all the professional grades of membership:

- Technician
- Incorporated-Member
- Associate
- Chartered Member
- Fellow

The Institution is happy to accept CPD submissions from Graduate or Student members although the scheme is not mandatory for these two non-professional grades of membership.

The scheme does NOT apply to retired members or those not practising as an engineer.

### 2. How many hours of CPD am I expected to complete each year?

- 30 hours per year is the expectation, including six hours contributing to Structural Safety and six hours toward Sustainability. However, in designing this scheme the Institution has recognised that some members may have periods where they need not undertake their normal level of CPD. The proposal is therefore 90 hours over a period of three years.

### 3. 30 hours per year? That's an awful lot of courses to attend – how can I possibly afford the time or the expense?

CPD does not mean only attending courses. The Institution has acknowledged that CPD can be gained in different ways. This can include, but is not restricted to:

- teaching/mentoring of members and prospective members
- attendance at branch/division/group events
- viewing Institution webinars that can be downloaded from the website
- project specific research
- IT skills development
- preparation and delivery of lectures
- preparation of articles and refereed papers
- reading of journals/technical papers
- post-graduate study

#### 4. What if I am severely ill or decide to take a career break?

If there is a good reason why you cannot gain 30 hours of CPD in a given year – or you do not manage to gain 90 hours over three years –this will be taken into account during assessment.

Examples of mitigating circumstances would be:

- career breaks
- long-term illness
- maternity/paternity leave

There may be other situations that would provide valid reasons for a lower amount of CPD being reported – these can be detailed in the appropriate section of the Activities Record. Please contact [cpdsubmissions@istructe.org](mailto:cpdsubmissions@istructe.org) for assistance if you feel you cannot account for 30 hours.

#### 5. What will we be expected to submit each year?

Simply paying your subscriptions means you are stating that you have satisfied your CPD obligation. However, the Professional Development Panel encourages members to submit their Activities Record on an annual basis as those who submit approved CPD each year will not be subject to auditing as they will already be compliant having had their records reviewed and approved.

#### 6. And if I am selected for audit?

You would need to submit the Activities Records or a similar document; nothing else is required.

#### 7. I am a member of several professional institutions, some of which already have a mandatory reporting scheme. Do I have to submit information to this Institution as well?

Not necessarily. The Institution has entered into agreements with a number of other organisations with regard to CPD requirements which allows those who have joint membership to submit via a simplified procedure. If you are a member of the following:

- SAICE (whose members are registered with ECSA) – South Africa
- PEB – Singapore
- EA – Australia
- APEGA – Canada, Alberta
- EGBC – Canada, British Columbia
- BAPE – Barbados
- HKIE – Hong Kong
- PQRC – China

and comply with their CPD requirements you need only state via email or in writing: *“I hereby certify that I am professionally registered with {insert name of relevant organisation} and have satisfied their requirements for Continuing Professional Development.”*

If you are a member of an organisation whose CPD requirements are similar to this Institution but not included on this list, please contact the Membership Applications Supervisor at the Institution who will investigate whether they can be included.

You may submit your CPD information in a different format to the Activities Record but you must ensure that the necessary information is included, namely details of the activities, the benefits gained and the number of hours per CPD activity. This can be done via the CPD section of My Account on the Institution’s website.