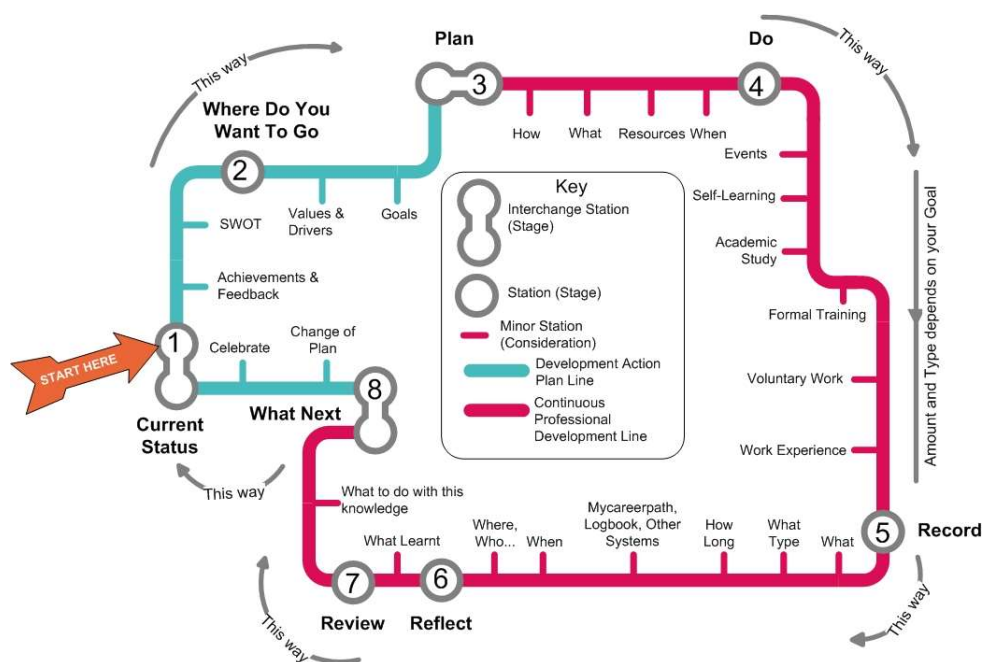


IRSE Guidance: Maintaining and developing your professional competence (Continuing Professional Development (CPD))

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Contents

1. Maintaining and developing your professional competence	3
2. Demonstration of Commitment.....	4
3. Benefits of maintaining and developing your professional competence (CPD).....	5
4. A Partnership Approach	6
5. The CPD Cycle	7
5.1. Planning.....	7
5.1.1. Reviewing your current situation	7
5.1.2. Identifying Your Objectives	8
5.1.3. Determine the skills and competences you need	9
5.1.4. Produce a Development Action Plan.....	10
5.2. Doing	12
5.2.1. Do your CPD activities	12
5.3. Recording	13
5.3.1. Record your CPD activities – Your ‘evidence’ of CPD.....	13
5.3.2. Mycareerpath.....	13
5.3.3. Other systems.....	13
5.4. Reflection.....	14
5.5. Reviewing	14
5.5.1. Review your Development Action Plan	14
5.5.2. Consider next stages and new objectives	14
6. How much CPD is required	15
7. Further Information and Examples	16
Appendix A. Examples of reviewing your current situation.....	17
Appendix B. Example Areas for Development.....	18
Appendix C. Examples of Objectives.....	19
Appendix D. Types of CPD.....	20
Appendix E. IRSE CPD Development Action Plan Template.....	22
Appendix F. IRSE Record of CPD Activities Template	23
Appendix G. IRSE CPD Map to Success	24

1. Maintaining and developing your professional competence

Maintaining and developing your professional competence keeps you up-to-date and competent in the work you do: affirming what you do well, addressing areas needing improvement and exploring new knowledge, skills and behaviours needed to remain in your current role or move onto another role. It allows you to maximise your potential for lifetime employability in your professional engineering discipline; it shows that you are committed to maintaining high levels of professional competence by continually refreshing and improving your knowledge, skills and understanding.

The IRSE, other professional organisations and employers refer to this maintenance and development of your professional competence as “Continuing Professional Development (CPD)” and is also known as “Professional Development (PD)”. It is appropriate for all professional engineers, wherever they live or work in the world.

Continuing Professional Development (CPD) is the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence.¹

To acquire knowledge and skills and develop your personal qualities, you plan, undertake, record and reflect on appropriate activities, normally a variety of types which can include, but not be limited to, attending events and seminars, learning on your own or through formal academic studies, attending formal training, taking part in voluntary work and doing work experience.

Professional engineers cannot rely on their employers to identify and satisfy all their development and career needs. People change jobs, career paths, types of employment and employers frequently, technology is constantly advancing and IRSE members need to take ownership of their career and the continuing maintenance and development of their knowledge and skills.

This guidance document explains why maintaining and developing your professional competence (CPD) is important to you as an individual and how best to approach it. If you have any questions, our CPD team are happy to offer advice and can be contacted on cpd@irse.org.

¹ CPD Policy Statement Issue 3 October 2022, Engineering Council
<https://www.engc.org.uk/media/4145/cpd-policy-statement-issue-3.pdf>

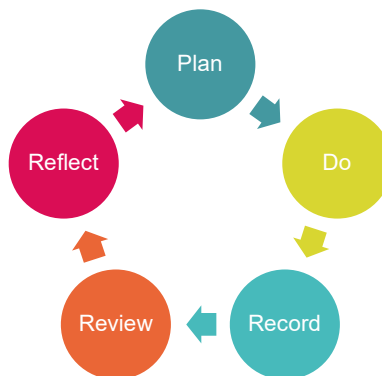
2. Demonstration of Commitment

For IRSE members, commitment to maintaining and developing your professional competence (CPD) is shown through the maintenance of an up-to-date professional competence record and working with a full understanding of the IRSE Code of Professional Conduct².

As part of IRSE's Code of Professional Conduct, all members of the IRSE are expected to keep abreast of new developments in science and engineering relevant to their field of professional activity, and to encourage those working under their supervision to do likewise. The IRSE CPD Policy³ confirms this.

If you are a professional engineer registered through the UK's Engineering Council, that is an Engineering Technician (EngTech), Incorporated Engineer (IEng) or Chartered Engineer (CEng), you have also agreed to abide with the Engineering Council's standards and principles, including their CPD Code for Registrants⁴. If you are an EngTech, IEng or CEng registered through the IRSE, your CPD records may be requested for audit by the IRSE. From 2020 onwards, if you do not engage with this audit, you may be removed from the register of engineers and technicians and therefore would no longer be an Engineering Technician, Incorporated Engineer or Chartered Engineer.

Your professional competence is your own. To maintain and/or develop it is your responsibility, and your investment in your future role(s) / career. Planning, doing, recording and reflecting on development activities can be done in work time and in your own leisure time.



² IRSE Code of Conduct 2018

<https://www.irse.org/LinkClick.aspx?fileticket=Nr4VBOW6mlo%3d&portalid=0>

³ IRSE CPD Policy issue 3.0

https://www.irse.org/LinkClick.aspx?fileticket=3D5_23VS2Ok%3d&portalid=0

⁴ CPD Code for registrants 2013, Engineering Council

https://www.engc.org.uk/engcdocuments/internet/website/EngC_CPD_Code_for_Registrants.pdf

3. Benefits of maintaining and developing your professional competence (CPD)

There are many benefits to you of taking control of your career and your professional competence. These include:

- Having a fulfilling and rewarding career
- Recognising opportunities for career progression
- Being more aware of trends and directions in engineering and society
- Becoming more effective in the workplace and beyond
- Being better able to help, influence and lead others by example
- Increasing confidence in your own future employability
- Being more aware of your own capabilities and limitations
- Being able to adapt and succeed when change happens; in processes, organisations and technology
- Achieving your career and/or academic potential

By taking a structured approach to maintaining and developing your professional competence (CPD), you will be able to demonstrate your continuing commitment to your career and profession and develop the good practice of regularly reviewing your development needs and ensuring you undertake appropriate learning activities to help address them.

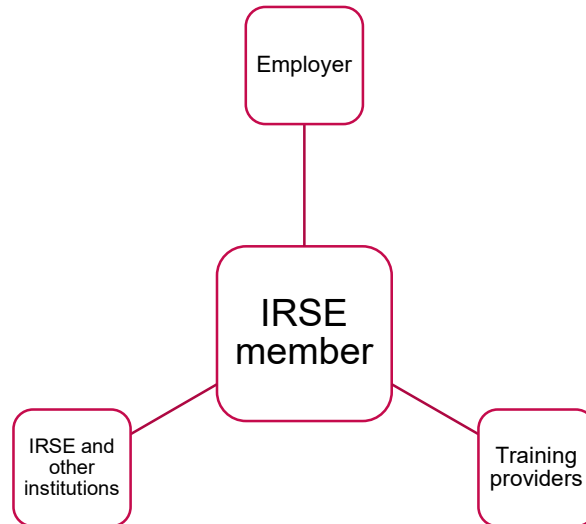
Maintaining and developing your professional competence (CPD) is appropriate for all professional engineers no matter what stage of career development you are at, for example:

- If you are at the beginning of your career, your development may initially concentrate on developing your technical knowledge;
- If you are later in your career, you may need to keep up to date with technical knowledge and standards, which may require you to refresh your knowledge, or gain new skills and experience, for example management or financial;
- If you are on a career break, you may need to refresh your knowledge, skills and experience prior to your return to work, for example ensuring that you are aware of recent standard and legislation changes;
- If you are not planning any major career changes, you still need to keep up-to-date with your technical knowledge, standards and relevant legislation for you to remain competent for your role.
- If you are considering retirement in the near future, you may be considering working as a consultant, in which case you still need to maintain and develop the knowledge which you are planning to sell and acquire new knowledge such as basic accounting for you to ensure that you are paid correctly for your work.

4. A Partnership Approach

The prime responsibility for maintaining and developing your professional competence (CPD) lies with each individual.

The IRSE recognises that effective maintenance and development of professional competence (CPD) can be a result of a partnership between our members, their employers, the IRSE and others, including training providers and other professional bodies.

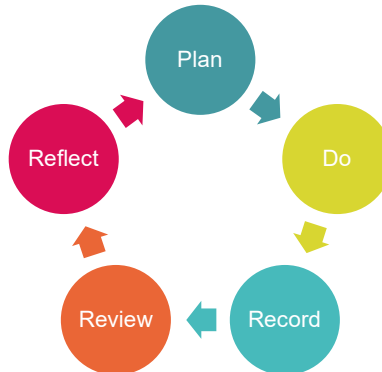


It is recommended that CPD is planned and implemented in partnership with an employer, preferably as part of your normal review or appraisal cycle, but it is acknowledged that you may not want to share all of your plans and aspirations with your employer, as it might not fit their current objectives or requirements of you.

Likewise your employer may not wish to or be able to support you in all your planned CPD activities, for organisational, financial or other reasons.

5. The CPD Cycle

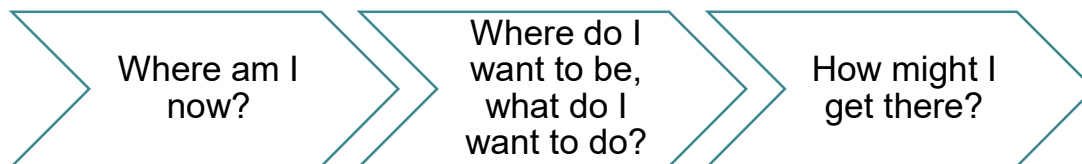
Everyone's professional development is unique as it must meet your needs and aspirations over a period of time. The process for determining what development is needed is, however, is common and many members will be familiar with the Plan – Do – Review - Reflect cycle as show below.



5.1. Planning

5.1.1. Reviewing your current situation

To get started you will need to think about your future aspirations and career path. Ask yourself:



Carry out an honest self-appraisal of your current expertise and potential areas for improvement. Think about your strengths, weaknesses and the future challenges and opportunities that might arise.

Consider whether there is someone you can talk to who could help you draw up your plans; if you have a mentor, a trusted manager or colleague, they may be able to help. Review your job description and the description for the role you aspire to next and/or sometime in the future, use notes from recent appraisals and other formal feedback from your day-to-day work.

Don't worry if you are unsure where your career journey will take you – consider your short and medium term future, in terms of companies, types of work and location. Think about the financial and time implications of your plans within your work and home environments.

There are some hints and tips in Appendix A to assist you in this stage.

5.1.2. Identifying Your Objectives

Once you have reviewed your current status and considered where you plan to go, the next step is to identify objectives to help you get there. You should consider:

- The immediate requirements of your job, this could include
 - Demonstrating competence through gaining / maintaining IRSE licence(s)
 - Gaining specific knowledge, experience and/or skills
 - Maintaining technical knowledge
- Business and career aspirations, this could include
 - Gaining membership of IRSE and/or other appropriate professional institutions as a suitable grade for your experience
 - Demonstrating knowledge of wide signalling, communications and traffic management systems through passing IRSE professional examination
 - Promotion to specific role, such as managing people, having budget responsibilities or being technical lead
 - Gaining professional recognition for your knowledge, for example by being asked to speak at technical presentations or gaining professional registration through UK Engineering Council or appropriate equivalent
- Targets for self-improvement, this could include
 - Improving communication skills, such as presenting / speaking in meetings, writing reports, learning / improving another language
- Family and personal considerations, these could include
 - Geographical considerations – where can you work, study, go to events / lectures
 - Time considerations – when can you fit attending events, study, or reading into your normal working week
 - Family considerations – what are your responsibilities at home / with family and/or friends and how much time and energy does this take

You may wish to consider what your personal drivers and values are. These may give you further understanding of what achievement and success will look like for you.

Although your medium and long term objectives should be considered, concentration should be given to those objectives that can be achieved in the relatively short term – probably the next 12 months. These short-term objectives are likely to be much more detailed than any longer-term ones.

Some people prefer to take opportunities as they arise rather than have fixed planned objectives; if you are one of those people, then take time to review and potentially change your plan and objectives when each of these new opportunities appear.

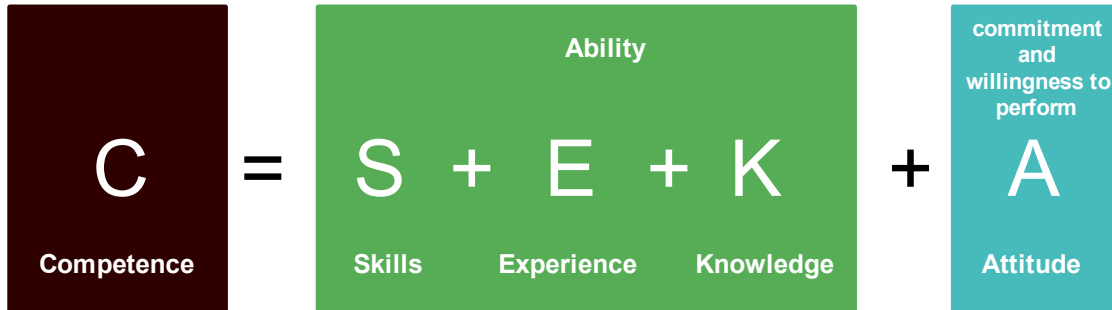
Make your short-term objectives SMART, i.e.



Do be realistic! It is better to set some useful, achievable objectives and exceed them than to set impossible goals. If you have a long-term aspiration, then set smaller ‘stepping stone’ objectives along the way otherwise your long-term goal may seem like an impossible dream.

5.1.3. Determine the skills and competences you need

Competence is defined as a professional’s ability to carry out engineering tasks successfully and safely within their field of practice⁵. It comprises of⁶



For you to be fully effective in the workplace, not only do you need to have the ability but also the attitude to work, in particular in safety critical and safety related works.

Consider your development in the broadest sense – not just your technical skills. For example, wherever you are in your career, it is likely that interpersonal skills are useful for you to interact with your colleagues and others around you.

The IET identify four types of competence⁷ required for activities associated with safety-related systems, detailed below:

⁵ UK-SPEC version 4, Engineering Council <https://www.engc.org.uk/media/3877/uk-spec-v12-web.pdf>

⁶ Developing and maintaining staff competence comparisons with rail industry experience, John P Baker and Paul Durrant

⁷ Competence Criteria for Safety-Related System Practitioners, IET in collaboration with HSE and BCS, 2006

Technical skills, for example	Behavioural skills, for example	Underpinning knowledge, for example	Underpinning understanding, for example
<ul style="list-style-type: none"> •hazard analysis •report writing 	<ul style="list-style-type: none"> •personal integrity •interpersonal skills •problem solving •attention to detail 	<ul style="list-style-type: none"> •person performing hazard identification must have knowledge of the particular application 	<ul style="list-style-type: none"> •it is unlikely that somebody could establish risk tolerability levels for a particular problem without an understanding of the principles of safety and risk

If you are looking at developing into a new role, look at the competencies required. Obtaining relevant job specifications, descriptions or adverts may prove useful in understanding what competences you may need. Similarly, if your aim is to perform better in a particular aspect of your current role this will allow identification of which aspects of knowledge or skills needs to be worked on.

Appendix B provides examples of several different skills areas you might want to consider as part of your development.

Examples of where to look for competence standards are:

- The UK Engineering Council competence standards for EngTech, IEng and CEng are within their UK-SPEC v4 document which can be downloaded at <https://www.engc.org.uk/media/3877/uk-spec-v12-web.pdf>
- The specific S&T Engineering standards for IRSE licenses are given in the appropriate license and can be downloaded from www.irselicensing.org
- Other technical institutions and professional bodies such as Engineers Australia⁸, Engineering Council of India⁹, Institution of Engineers Singapore¹⁰ and Engineering Council of South Africa¹¹
- Generic competence statements for activities associated with safety-related systems are within IET guidance¹².

5.1.4. Produce a Development Action Plan

For CPD to be effective it should be part of a structured plan and members are encouraged to produce a Development Action Plan.

Your action plan should include as a minimum:

- Title of your plan
- Objectives
- Initial ideas for ways of achieving the objectives
- Start date or proposed start date

⁸ www.engineersaustralia.org.au

⁹ <http://www.ecindia.org>

¹⁰ www.ies.org.sg

¹¹ www.ecsa.co.za

¹² Competence Criteria for Safety-Related System Practitioners, IET in collaboration with HSE and BCS, 2006

- Target completion date

You should also consider:

- Including information on any resources required, for example courses, study groups, mentor, bursary, reading materials
- Regularly reviewing your plan to take account of changing circumstances
- How you record your plan, electronically or on paper

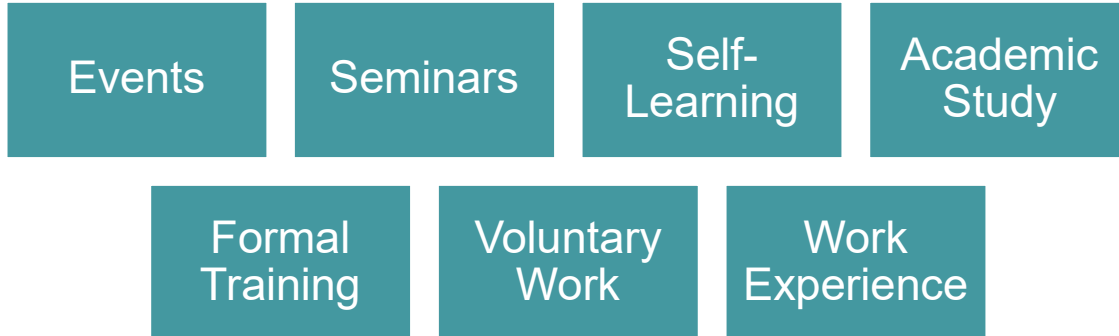
You may have several plans running concurrently covering different areas of development, or plans you wish to share with your employer and some that you may not.

The method to achieving your plans can take many forms; it's not just attending a course, it can include self-study (such as studying for IRSE examination), attending technical seminars and events, gaining experience at the workplace, appropriate voluntary work and academic study. Appendix D provides examples of types of CPD activity. It is likely that your plan(s) will include a range of different activities.

5.2. Doing

5.2.1. Do your CPD activities

It is a common misperception that CPD is only formal training provided by an employer. In fact there are seven categories which your CPD activities will fit into at least one of:



Examples of how activities fall into these categories are shown in Appendix D.

5.3. Recording

5.3.1. Record your CPD activities – Your ‘evidence’ of CPD

Whilst you should keep records of what you have done, it is more important to record what you have learned after reflection on your activity. Producing a record helps to organise thoughts and experiences; records don’t have to be complicated but should cover

- Date and duration of activity
- Type of activity (training course, on job learning etc.)
- Evidence title and a brief description of the activity
- Any additional information about the activity, such as speaker name, name of training provider, author of book
- Reflection (sometimes referred to as lessons learnt and benefits gained), see 5.4
- Follow up (optional) what you will do differently as a result / how you will apply what you’ve learnt, see 5.5.

There are many processes and systems available for recording CPD; IRSE recommends the use of the online tool Mycareerpath¹³ but recognises that members may wish to use other systems of recording, see sections 5.3.2 and 5.3.3.

When recording an ongoing activity, such as committee membership, it is advised to split this into separate CPD events for recording purpose and link to your main objective.

5.3.2. Mycareerpath

Mycareerpath is an online professional development tool which is free of charge to all IRSE members. It has been developed jointly by the Engineering Council, IRSE and other Institutions for members to plan and record their CPD. It has the facility to upload files including pictures as evidence of CPD activity and allows you to send plans, records and reports to a third party if you wish them to be reviewed, for example your mentor or manager.

Access to Mycareerpath is via the IRSE website
<https://www.irse.org/Maintaining-Your-Competence> (member’s login required) or directly through <https://mycareerpath.irse.org/login.aspx>.

Guidance on using Mycareerpath can be found in the IRSE Maintenance of Competence webpage document library
<https://www.irse.org/Maintaining-Your-Competence>

However for those not wishing to use an electronic online system, simple forms based on Mycareerpath input fields are available which can be downloaded from the IRSE website¹⁴ and are shown in Appendix E and Appendix F.

5.3.3. Other systems

Members can use other paper or electronic CPD recording systems, including their employers’ appraisal / training systems, or a combination of these, but note that the minimum requirements as stated in this section should be included, especially reflection which is often not included in these other systems.

¹³ <https://mycareerpath.irse.org/login.aspx>

¹⁴ At <https://www.irse.org/Maintaining-Your-Competence>

5.4. Reflection

Most important is your reflection on what you have learnt. The aim is to recognise and record the benefits and change in experience and abilities.

It is acknowledged, however, not all CPD activities are as useful as you may have expected them to be. This could be because you have developed more quickly than expected when a course was booked for you, or that the article you read was not at your level, or it was a mandated course by your employer which you have to pass at regular intervals, or another reason. These are still useful reflections to record, as they demonstrate your awareness of your own knowledge and abilities.

Reflection on an activity could include the benefits of meeting and networking with others, the knowledge / skills that you can now put into practice or hearing about something that you want to know more about.

5.5. Reviewing

5.5.1. Review your Development Action Plan

Your plan should be reviewed regularly as it serves to demonstrate how your original objectives have been met and record what you are going to do with your new-found knowledge and skills.

5.5.2. Consider next stages and new objectives

When reviewing your Development Action Plan, objectives should be re-evaluated and modified as necessary or a new action plan with further objectives developed.

It is very likely that your Development Action Plan will alter during the course of your career, with changes to personal and professional circumstances, interests and technology.

It is recommended that you review your Development Action Plan during your employers' appraisal process, however this is not mandatory and may not be appropriate if your aspirations are not aligned with your employer's.

Don't forget to celebrate your success and achievements!

6. How much CPD is required

The IRSE Council does not mandate the amount of time which members take doing CPD. Members are expected to define their own requirements, through determining and monitoring their own professional engineering competence.

For example, you should reasonably plan to undertake more CPD when you are working towards membership, looking to upgrade your membership and/or registration through UK Engineering Council and equivalents compared to later in your career when you should complete enough CPD to both maintain and develop the professional knowledge, skills and competence that you need for the role you are undertaking.

Your anticipated commitment to your CPD should be reflected in your development plan. It is acknowledged that your plans and commitment could change between reviewing opportunities. It is also recognised that not all CPD activities are planned – you are encouraged to take opportunities as they arise, then record and reflect on them.

7. Further Information and Examples

Resources available from the IRSE include:

- Seminars, papers, events¹⁵
- Bursaries for young IRSE members to attend some international seminars and conferences
- IRSE Professional Examination: The Certificate in Railway Control Engineering Fundamentals is open to all members and non-members, the Advanced Diploma in Railway Control Engineering is open to members only. Some study sessions have been recorded and available via our Vimeo study channel¹⁶
- Past Presidential lecture series papers, International Technical Committee papers and other technical papers¹⁷ - some technical papers are recorded and are available on our Vimeo channel
- IRSE text books¹⁸
- Mycareerpath¹⁹, IRSE's preferred method of recording CPD electronically and Word templates for CPD planning and recording
- CPD Map to Success, included in Appendix G, and other CPD information²⁰.

If you have any questions our CPD team are happy to offer advice and can be contacted on cpd@irse.org.

¹⁵ <https://www.irse.org/Get-Involved/Events>

¹⁶ <https://www.irse.org/Qualifications-Careers/IRSE-Exam> and <https://vimeo.com/showcase/study>

¹⁷ <https://www.irse.org/Publications-Resources/IRSE-Knowledge-Base> and <https://vimeo.com/irse>

¹⁸ <https://www.irse.org/Store>

¹⁹ <https://mycareerpath.irse.org/Login.aspx>

²⁰ <https://www.irse.org/Maintaining-Your-Competence>

Appendix A. Examples of reviewing your current situation

Where am I now?

- Just started at bottom of the career ladder
- Middle manager
- Technical expert
- Experienced but new to rail industry

Where do I want to be / what do I want to do?

- In my boss' job
- I don't want to change jobs
- New company and/or new location
- Be the person people come to for information on xxx
- Be earning good money

How might I get there?

- Find out what skills are needed for boss' job
- Become MIRSE
- Present technical papers
- Pass the IRSE professional exam

What do you do well?
What are your skills and interests?

What areas need development? What should you avoid?

Strengths	Weaknesses
<p>Expert knowledge of testing level crossings</p> <p>Leading teams</p> <p>Calm when working under time pressure</p> <p>Reliable</p>	<p>Report writing</p> <p>Easily side-tracked by technical problems</p> <p>Technical knowledge of xxxx</p> <p>Speaking in public</p>
Opportunities	Threats
<p>Sam agreed to mentor me for interlocking work</p> <p>IRSE exam study group which I can dial into</p> <p>Employer has depot in xx area, where I'd like to move to</p>	<p>Time – already working nights, bank holidays and weekends on the project</p> <p>No promotion opportunities in current organisation without taking on line / project management</p>

What possibilities are open to you? Who can help you? What resources do you have access to?

What might cause difficulties? What might restrict you?

Appendix B. Example Areas for Development

CPD isn't just about your technical or engineering skills and knowledge. Whilst the list below is not exhaustive it provides some guidance about the different areas of development you might wish to consider, split into UK Engineering Council's generic areas of competence and commitment²¹:

A Knowledge and Understanding:	
<ul style="list-style-type: none"> Equipment, processes and standards Engineering or technical principles BIM and other new techniques Research and development into new technologies 	<ul style="list-style-type: none"> Software engineering techniques Intellectual property rights Learning from incidents and accidents, e.g. root cause analysis, evidence gathering and applying relevant lessons learnt
B Design and Development of processes, systems, services and products:	
<ul style="list-style-type: none"> Another area within your discipline, e.g. research and development, feasibility studies, detailed design, installation, maintenance, testing or project engineering; Environmental design/impact Another area which you interface with, e.g. electrification, power distribution, civil engineering or systems engineering 	<ul style="list-style-type: none"> A support function, e.g. bidding, procurement, logistics or marketing Systems thinking, understanding the whole life of a product or project Specifications writing Requirements definition
C Responsibility, Leadership and Management	
<ul style="list-style-type: none"> Developing business plans Leadership skills Supervising teams Team management Managing people performance Managing equipment performance Procurement – estimates, bids, tenders Managing and reporting on finances Contract management Stress management Negotiating 	<ul style="list-style-type: none"> Problem solving and decision making Marketing Developing collaborative partnerships Client and customer care/management IT: in house systems or external services; specialist software Planning your, and others', work and reporting progress Managing change
D Communication and Inter-personal skills	
<ul style="list-style-type: none"> Communication skills / Presentation skills Report writing Interviewing 	<ul style="list-style-type: none"> Managing effective meetings Languages Assertiveness Coaching skills
E Professional commitment	
<ul style="list-style-type: none"> Ethics Public relations Dealing with the media, including social media 	<ul style="list-style-type: none"> Sustainability and environmental issues Health, Safety and Quality

²¹ UK-SPEC version 4, Engineering Council <https://www.engc.org.uk/media/3877/uk-spec-v12-web.pdf>

Appendix C. Examples of Objectives

CPD Plan Title	CPD Plan Objectives
Action plan to get xxx promotion	Planning move to next position (promotion to xxxx role): Find out what competencies and experience are required for that grade through talking to manager and looking at role profile. Then revisit this action plan to look at next steps – how to gain experience & knowledge required.
Action plan to be recognised as signalling / telecoms / systems engineer	To increase signalling / telecoms / systems knowledge by taking IRSE professional exams. Will participate in exam study group and request place on xx course. Aim to sit Certificate in early 2023, module B in October 2023 and modules C and D in 2024.
Plan to gain more than engineering knowledge to expand my potential career options.	To get management experience, volunteer to organise xxx seminar with assistance and guidance from other IRSE volunteers.
	To become more efficient in managing projects through attending in-house training on company project management system, so will be able to understand the principles of a successful project.
	To improve my communication skills, utilise in-house company e-training and use this knowledge to write an article for IRSE news.

Appendix D. Types of CPD

CPD can take many forms; the following list is not exhaustive but provides some examples of types of CPD activity:

CPD activities must be appropriate to your development plan.

At work:	
	Category
Using your existing knowledge and increasing your experience by being in new situations / projects	Work experience
Increasing or refreshing your skill set and demonstrating your personal responsibilities by volunteering to take on additional duties such as supervising others	Work experience
Increasing your understanding of your work and project through peer discussion and participation in meetings	Work experience
Sharing your knowledge of your company, discipline or industry by acting as a buddy, coach or mentor	Work experience and/or Self-learning
Learning or practicing your communication skills by writing reports or preparing and delivering presentations to colleagues or other professionals	Work experience
Increasing your understanding of your company or industry or widening your domain knowledge through work shadowing	Work experience and/or Self-learning
Sharing knowledge and expertise with others in discussions and meetings	Work experience
Gaining leadership and communication skills as well as sharing knowledge and expertise with others in formal sessions such as 'lunch and learn'	Work experience
Increasing or refreshing your knowledge by reading up in technical papers, journals and specifications on projects, techniques or equipment being used	Self-learning
Increasing your knowledge and understanding of your industry through secondments into different disciplines and / or to another office / area	Work experience and/or Self-learning
Increasing your knowledge by attending formal training courses, seminars and workshops	Formal training
Widening your network, practice your communication skills and learn other skills like negotiation by participating in a work forum, for example being your local safety or sustainability representative or 'champion'	Work experience and/or Self-learning
Away from work:	
	Category
Increasing your technical knowledge and widening your network by attending IRSE and similar conferences and events	Events or seminars
Widening your network and increasing your knowledge of equipment and systems available by attending trade exhibitions	Events or seminars
Increasing your technical knowledge through structured reading, through articles in IRSE NEWS and other technical journals, text books and case studies	Self-learning

Increasing your technical knowledge by attending IRSE local, national and international meetings and activities and those of other engineering professional institutions	Events
Gaining leadership, communication and planning skills which you might not get through work by being on IRSE local or national committee or assisting in organising events and seminars	Voluntary work
Increasing your technical knowledge by researching into technical detail	Self-learning
Increasing your knowledge by undertaking appropriate qualifications, through attending lectures, distance or e-learning	Academic study
Increasing your technical knowledge by studying and practicing for one or more module of the IRSE Exam	Self-learning
Increasing and demonstrating your technical knowledge by preparing for and successfully passing the IRSE Exam or equivalent	Self-learning
Increasing your knowledge and communication skills by learning or refreshing a language, through formal or self-learning	Formal training or Self-learning
Undertaking other activities:	
	Category
Refreshing your technical knowledge as well as gaining leadership and communication skills which you might not get through work by promoting engineering in schools or colleges or teaching or presenting at organised events such as IRSE local meetings or IRSE exam events	Voluntary work
Refreshing and sharing your technical knowledge through gaining responsibility experience and communication skills which you might not get through work by volunteering at a local preserved or miniature railway	Voluntary work
Gaining leadership and communication skills which you might not get through work and demonstrating your professionalism by being in a responsible position in a charity / organisation	Voluntary work

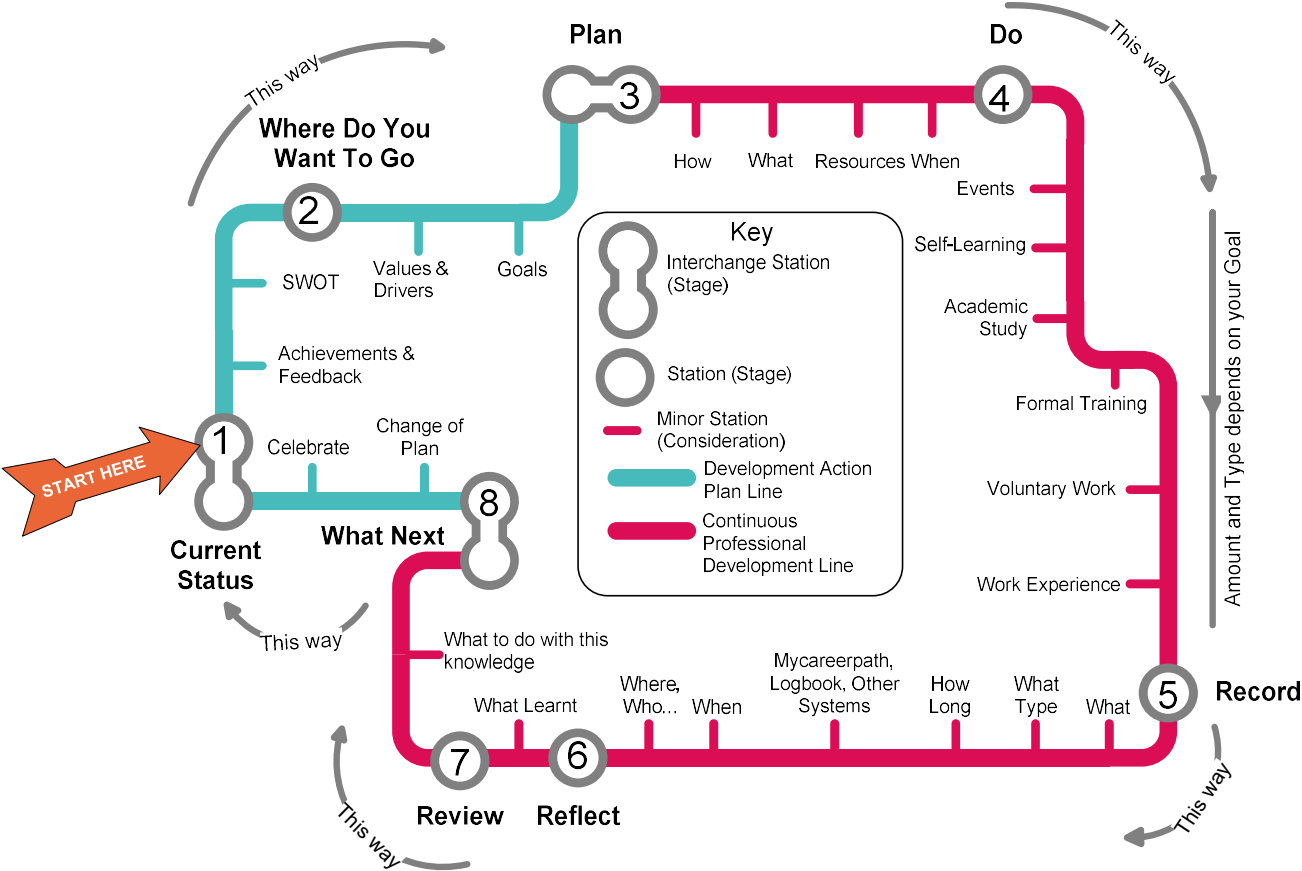
Appendix E. IRSE CPD Development Action Plan Template

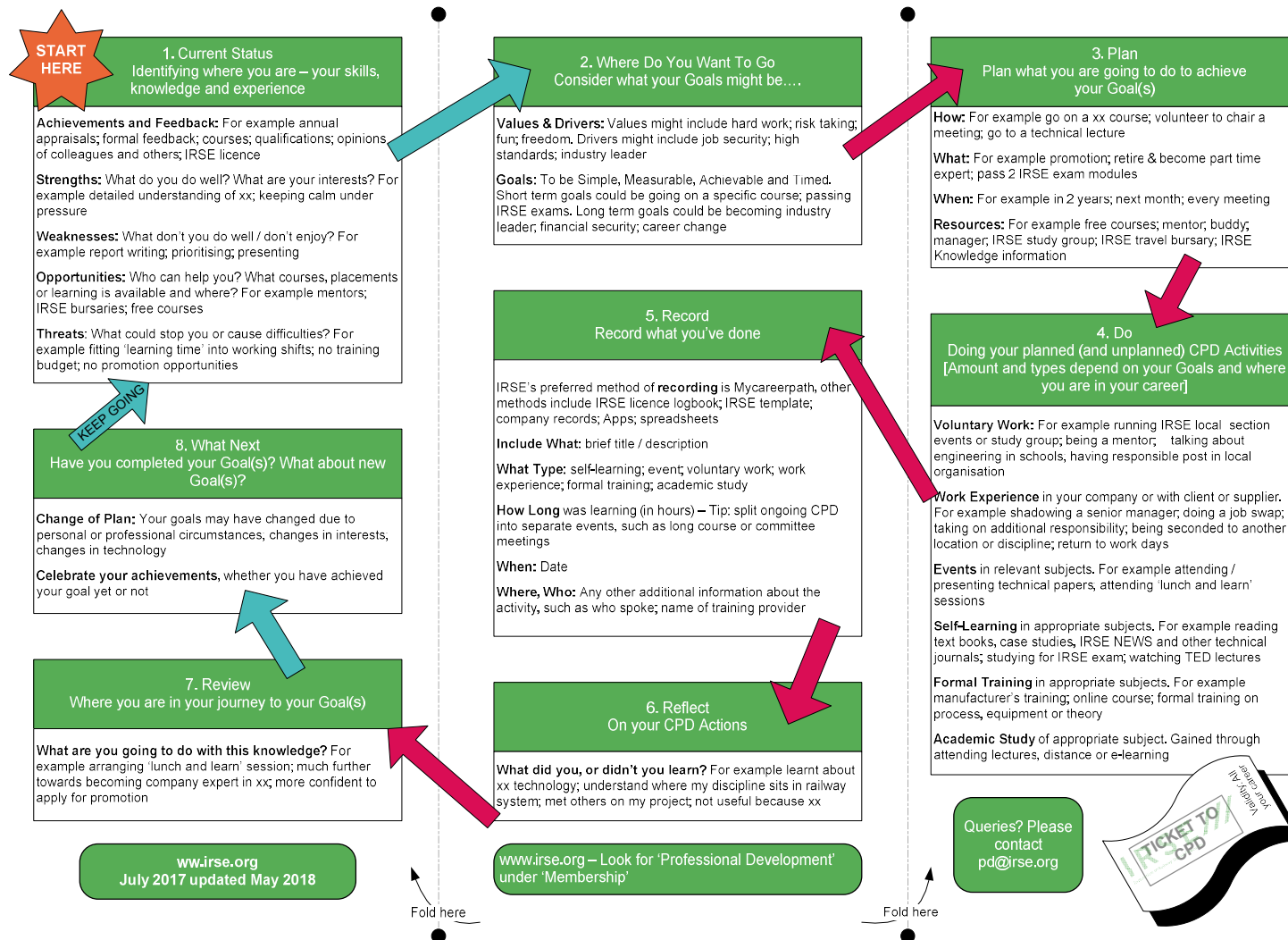
[illegible]

Appendix F. IRSE Record of CPD Activities Template

Record of CPD Activities			
Name		Membership/Licence No	Page No
Activity Title			
Category	From	To	CPD hours
Lessons learnt		Benefits gained	
Follow - up		<div style="border: 1px solid green; background-color: #4CAF50; color: white; padding: 5px; display: inline-block;"> These could be combined </div>	
		Title and location of any supporting evidence	
If you are working towards Engineering Council registration please state which level and competence(s) this activity relates to		EngTech IEng CEng* *Circle as appropriate	Competency References
If appropriate comments by a line manager or other reviewer			
Name, signature & date			

Appendix G. IRSE CPD Map to Success





END