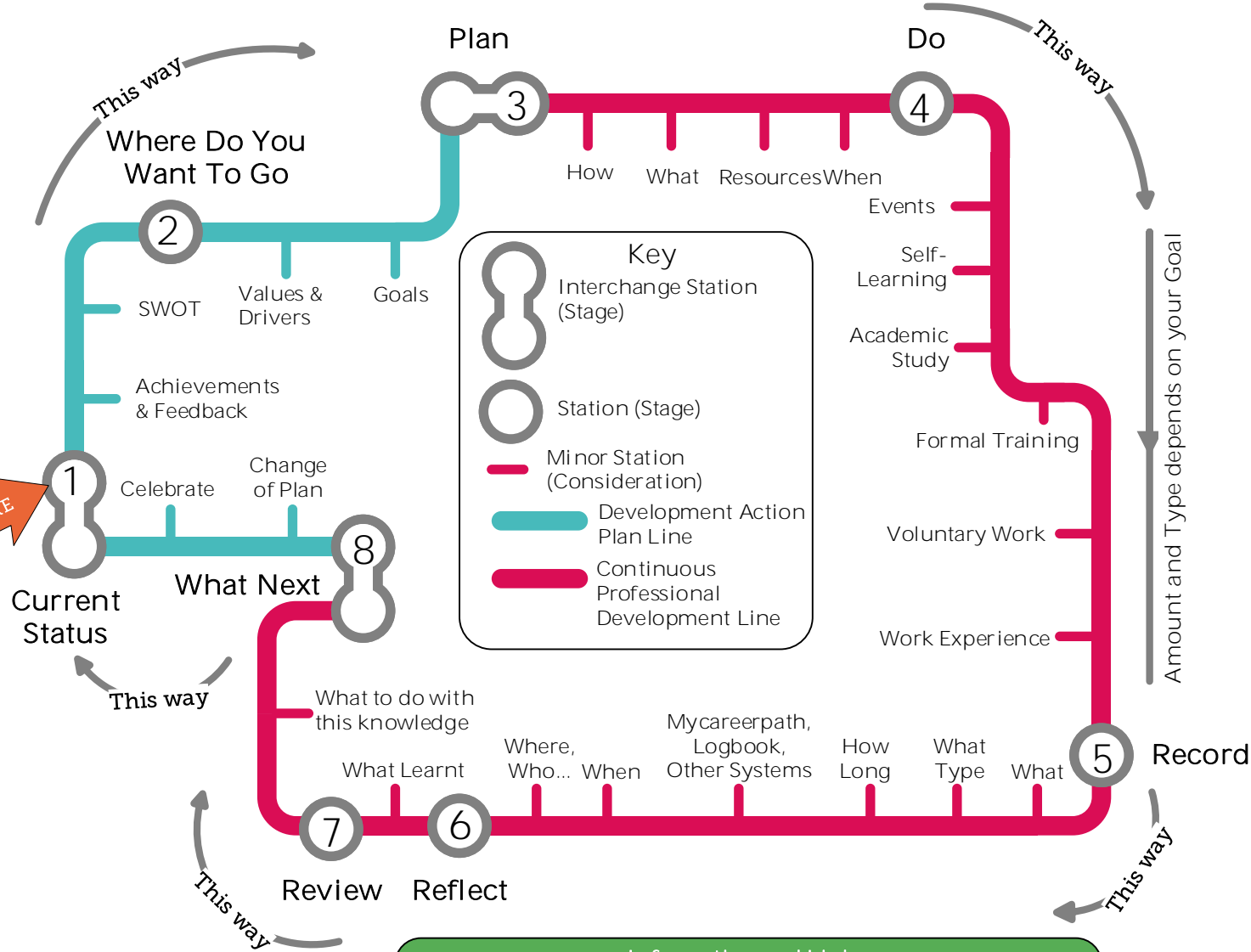
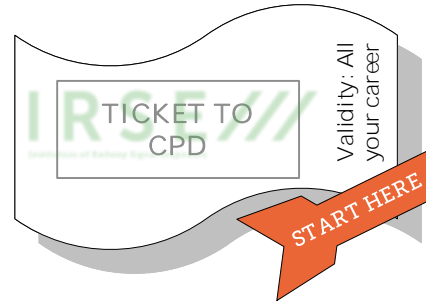


*IRSE Policy for CPD states '...IRSE members are expected to keep abreast of new developments in science and engineering, relevant to their field of professional activity, and encourage those working under their supervision to do likewise...'*

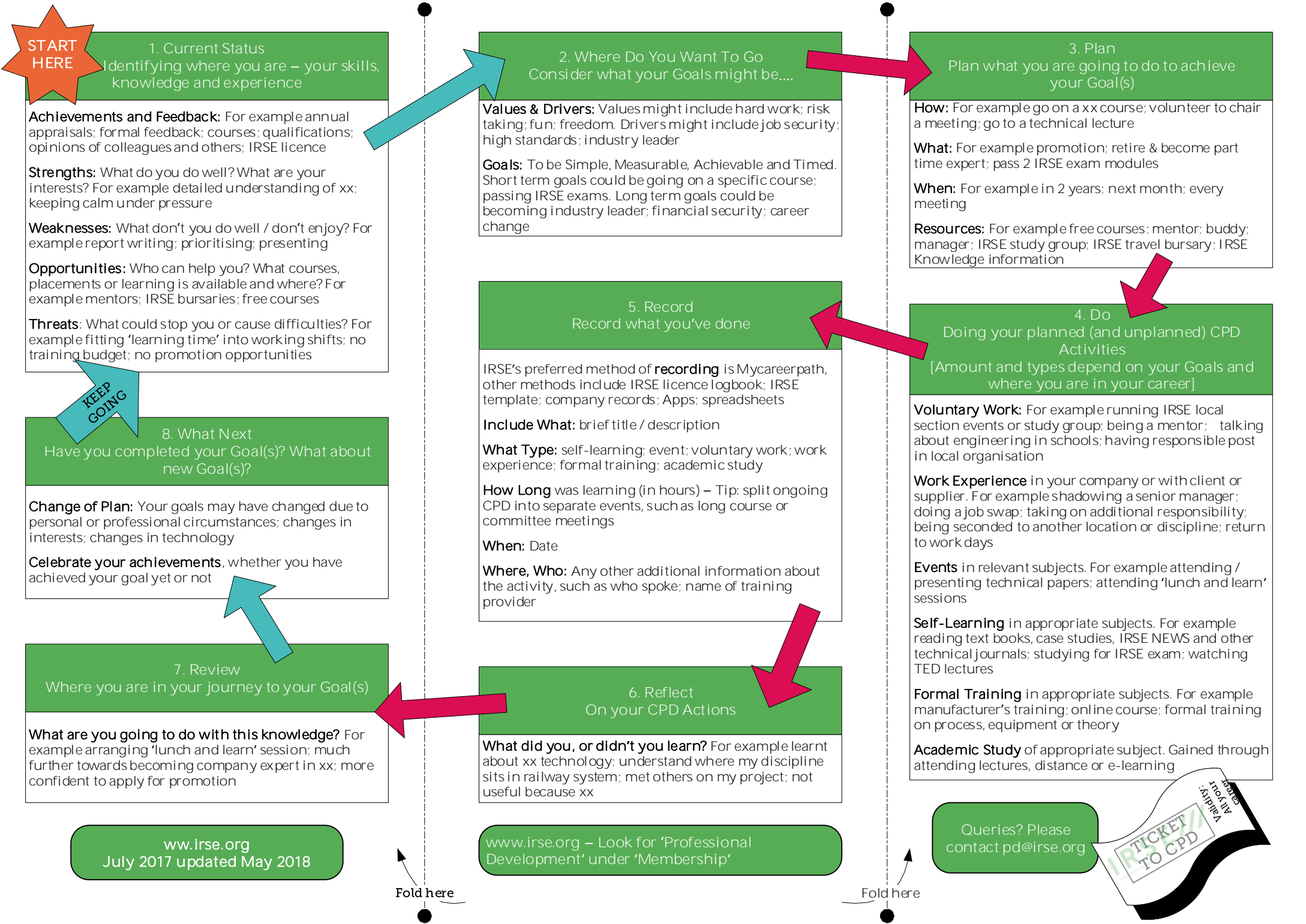
## IRSE Continuous Professional Development (CPD) Map to Success



www.irse.org

July 2017  
 Updated May 2018

**Information and Links:**  
[www.irse.org/membership/public/professionaldevelopment.aspx](http://www.irse.org/membership/public/professionaldevelopment.aspx)  
<https://mycareerpath.irse.org/login.aspx>  
 pd@irse.org



**START HERE**

**1. Current Status**  
Identifying where you are – your skills, knowledge and experience

**Achievements and Feedback:** For example annual appraisals; formal feedback; courses; qualifications; opinions of colleagues and others; IRSE licence

**Strengths:** What do you do well? What are your interests? For example detailed understanding of xx; keeping calm under pressure

**Weaknesses:** What don't you do well / don't enjoy? For example report writing; prioritising; presenting

**Opportunities:** Who can help you? What courses, placements or learning is available and where? For example mentors; IRSE bursaries; free courses

**Threats:** What could stop you or cause difficulties? For example fitting 'learning time' into working shifts; no training budget; no promotion opportunities

**2. Where Do You Want To Go**  
Consider what your Goals might be....

**Values & Drivers:** Values might include hard work; risk taking; fun; freedom. Drivers might include job security; high standards; industry leader

**Goals:** To be Simple, Measurable, Achievable and Timed. Short term goals could be going on a specific course; passing IRSE exams. Long term goals could be becoming industry leader; financial security; career change

**3. Plan**  
Plan what you are going to do to achieve your Goal(s)

**How:** For example go on a xx course; volunteer to chair a meeting; go to a technical lecture

**What:** For example promotion; retire & become part time expert; pass 2 IRSE exam modules

**When:** For example in 2 years; next month; every meeting

**Resources:** For example free courses; mentor; buddy; manager; IRSE study group; IRSE travel bursary; IRSE Knowledge information

**4. Do**  
Doing your planned (and unplanned) CPD Activities  
[Amount and types depend on your Goals and where you are in your career]

**Voluntary Work:** For example running IRSE local section events or study group; being a mentor; talking about engineering in schools; having responsible post in local organisation

**Work Experience** in your company or with client or supplier. For example shadowing a senior manager; doing a job swap; taking on additional responsibility; being seconded to another location or discipline; return to work days

**Events** in relevant subjects. For example attending / presenting technical papers; attending 'lunch and learn' sessions

**Self-Learning** in appropriate subjects. For example reading text books, case studies, IRSE NEWS and other technical journals; studying for IRSE exam; watching TED lectures

**Formal Training** in appropriate subjects. For example manufacturer's training; online course; formal training on process, equipment or theory

**Academic Study** of appropriate subject. Gained through attending lectures, distance or e-learning

**5. Record**  
Record what you've done

IRSE's preferred method of **recording** is Mycareerpath, other methods include IRSE licence logbook; IRSE template; company records; Apps; spreadsheets

**Include What:** brief title / description

**What Type:** self-learning; event; voluntary work; work experience; formal training; academic study

**How Long** was learning (in hours) – Tip: split ongoing CPD into separate events, such as long course or committee meetings

**When:** Date

**Where, Who:** Any other additional information about the activity, such as who spoke; name of training provider

**6. Reflect**  
On your CPD Actions

**What did you, or didn't you learn?** For example learnt about xx technology; understand where my discipline sits in railway system; met others on my project; not useful because xx

**KEEP GOING**

**8. What Next**  
Have you completed your Goal(s)? What about new Goal(s)?

**Change of Plan:** Your goals may have changed due to personal or professional circumstances; changes in interests; changes in technology

**Celebrate your achievements**, whether you have achieved your goal yet or not

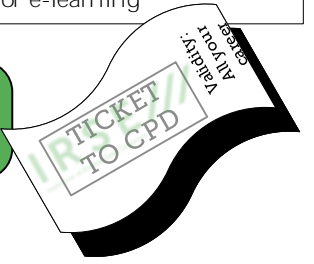
**7. Review**  
Where you are in your journey to your Goal(s)

**What are you going to do with this knowledge?** For example arranging 'lunch and learn' session; much further towards becoming company expert in xx; more confident to apply for promotion

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www.irse.org – Look for 'Professional Development' under 'Membership'

Queries? Please contact pd@irse.org



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