

27 September 2021

**PAPER CLASSIFICATION: OPEN**

**Council**

**CONTINUING PROFESSIONAL DEVELOPMENT**

(Paper by Katherine Bunting. If you have any questions on this paper before the meeting please contact Katherine Bunting on 01438 767290 or by email [kbunting@theiet.org](mailto:kbunting@theiet.org))

**1. Issue**

To note the current statistics for Continuing Professional Development (CPD) declarations of IET members, including the current report on the numbers of members who have entered the IET disciplinary process from the end of September 2021 for failing to submit a declaration when requested.

**2. Timing**

Council meeting, 7 October 2021.

**3. For Note**

Council is invited to note this report.

**4. Background**

- 4.1. The IET, as all professional engineering institutions licenced by the Engineering Council, has undertaken the task to examine a random sample of professional active registrants' CPD records on an annual basis. As good practice, the IET has decided to also include members in this exercise. Members' obligation to keep their knowledge and skills up-to-date through planned professional development is reflected in the Institution's Rules of Conduct.
- 4.2. The IET recommends that professionally active members undertake at least 30 hours of CPD per calendar year and those partially active: at least 10 CPD hours.
- 4.3. CPD is not mandatory for members who are not professionally active.
- 4.4. All IET members can submit their CPD Declaration every year for a previous calendar year.

**5. Key Points**

- 5.1. A summary of the last 4 years' worth of data regarding the total number of CPD declarations received can be found in the attached Appendix.
- 5.2. Like other aspects of business, CPD has been affected by the pandemic. We can see this reflected in the number of declarations received, with businesses slow to respond to training, smaller number of people on sites and CPD taking a lower priority being factors.

- 5.3. The Professional Development Team will be producing a revised marketing and communications plan for 2022 before the end of this year to help increase awareness of the importance of CPD and increase the number of declarations received.
- 5.4. Council members are asked to consider the numbers and importance of CPD as well as their own obligations as professional engineers.
- 5.5. A brief depiction of the audit process is included below. Full details can be found in the Non-Compliance Procedure approved by the Board of Trustees in May 2017:



\*This currently includes at least 7 direct contact points over various communication methods after the CPD deadline has passed.

- 5.6. The random sampling of members' CPD began in 2017. The three-year cycle to chase those members expired in March 2020.
- 5.7. The consequence of being found in breach of the IET Rules of Conduct under disciplinary procedure is that IET membership could be removed. If IET membership was removed and if the member was registered with the Engineering Council, they will also be informed, and professional registration will also be removed.
- 5.8. The first cases were therefore raised to the Disciplinary Board this year. 21 cases were initially raised, and members made aware of this process. Following this initial contact via the IET Disciplinary Procedure only 14 were required to be formally presented to the Disciplinary Board and are currently beginning that process. This represents 3.5% of the original sample size.
- 5.9. Of these 14 the breakdown is as follows:

Registered	- 5; including Stage 1 CEng
Non Registered	- 9
Contact Made	- 6
No contact at all (UK)	- 6
No contact at all (RoW)	- 2

## 6. Risk

There remains the risk that following the Disciplinary process we may lose members. However, the greater risk is reputational by failure to continue to adopt appropriate procedures to promote, monitor and audit CPD declarations.

## 7. Resources

Resources to manage this activity are within the Professional Development and Legal Teams.

