

Document No.	05-10
Issue & date	1.0. November 2019
Prepared by	Judith Ward and Neil Porter
Authorised by	Education and Professional Development Committee on 19 September 2019

## **Introduction**

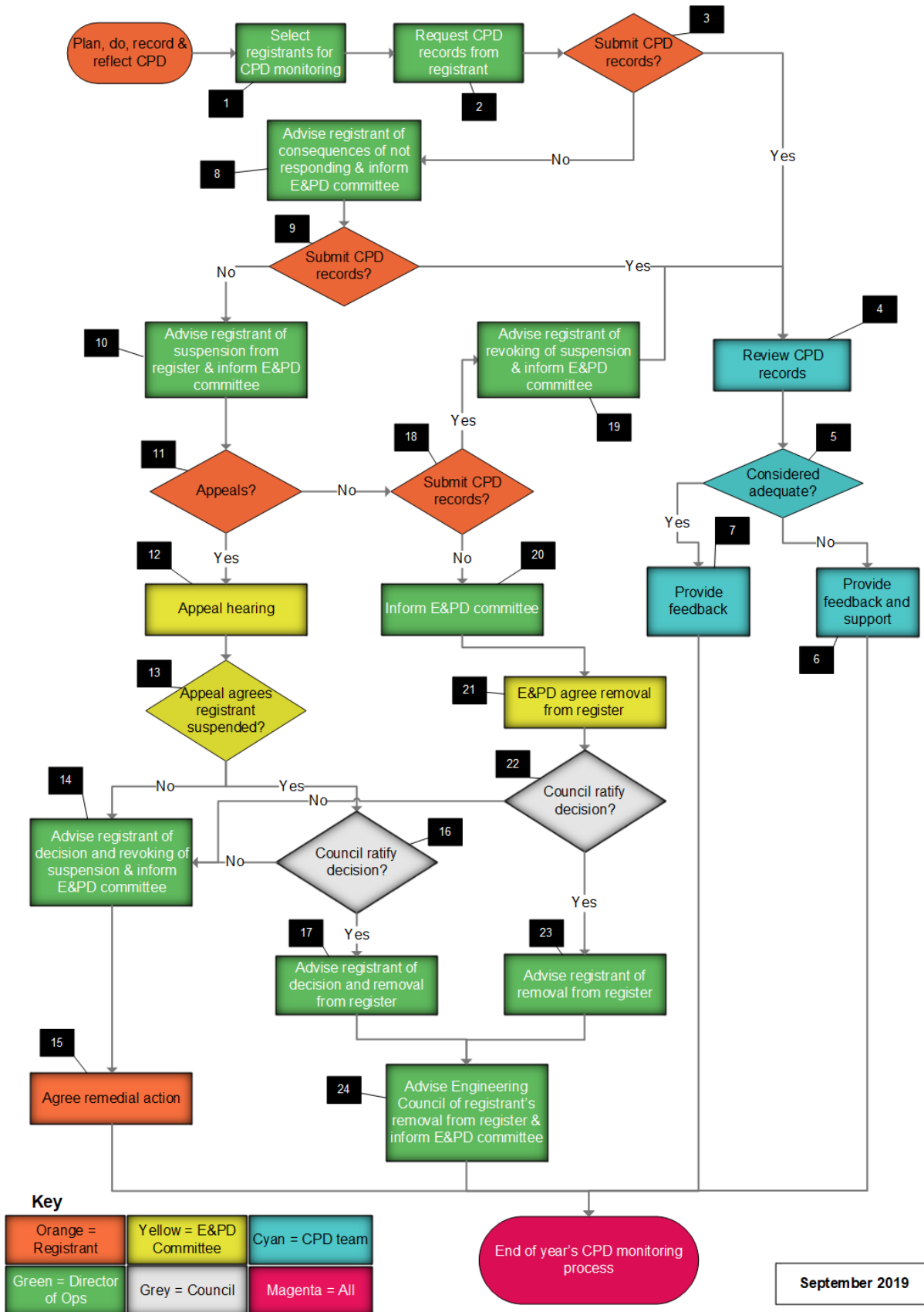
In accordance with the Engineering Council's requirements, recording of CPD undertaken will be mandatory for registered engineers and technicians from than January 2019. Professionally active registrants who persistently do not respond to or engage with requests for CPD records from a Licensed Member risk removal from the Engineering Council Register.

This process sets out the arrangements for the IRSE to

- annually monitor the previous year's CPD records of members registered with the UK Engineering Council through the IRSE as EngTech, IEng, or CEng,
- engage with registrants to encourage them to participate in the CPD monitoring, and
- suspend, consider appeals and inform the UK Engineering Council of any sanctions.

## **Process**

The process is detailed in the flowchart overleaf and the following step descriptions.



Step No.	Clarification and Guidelines
1	<p>The individual will be registered with the Engineering Council by the IRSE and pay their fees through IRSE, not via any other institution.</p> <p>The process for random selection of the required proportion of registrants will be documented separately in an IRSE internal process.</p>
2	<p>The request for CPD records will be sent by email to the individual's preferred email address as held by the IRSE. The email should:</p> <ul style="list-style-type: none"> <li>• Explain the background to CPD monitoring</li> <li>• Explain the potential consequences of not engaging with the CPD monitoring process</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> <li>• Include a timescale (approx. 2 months) for their response</li> <li>• Include an explanation of how the CPD records should be presented (Item 3)</li> </ul> <p>The Director of Operations / nominated person should seek to contact the individual by email if no response has been received after approx. 6 weeks</p>
3	<p>Records may be submitted in any suitable format including:</p> <ul style="list-style-type: none"> <li>• MyCareerPath</li> <li>• A Log book – electronic or paper</li> <li>• Paper records not in the form of a log book</li> </ul>
4	<p>The CPD Team reviews the submitted records for adequacy against current best practice (see step 5).</p>
5	<p>The submitted CPD records should ideally contain the elements of:</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Undertaking</li> <li>• Reflection.</li> </ul> <p>The amount of CPD that is appropriate for an individual to undertake can vary greatly, depending on many factors including:</p> <ul style="list-style-type: none"> <li>• Whether they are active / semi-retired / retired</li> <li>• The point in their career path that the individual is at</li> <li>• The level of novelty of the work that they undertake</li> </ul> <p>The CPD Team will need to apply significant judgement in deciding whether the records are deemed adequate.</p>
6	<p>In the event that the CPD Team deem the records inadequate, then their written response to the individual should focus on signposting help that is available from the IRSE (and other sources).</p> <p>The feedback should also:</p> <ul style="list-style-type: none"> <li>• Thank the individual for engaging with the monitoring process</li> <li>• State that since they have engaged, they will not be subject to any sanction</li> </ul>

Step No.	Clarification and Guidelines
7	<p>The feedback to the individual should:</p> <ul style="list-style-type: none"> <li>• Thank the individual for engaging with the monitoring process</li> <li>• Include any appropriate positive comments about the individuals CPD records</li> <li>• State that since they have engaged, they will not be subject to any sanction</li> </ul>
8	<p>The second request for CPD records will be sent by email to the individual's preferred email address as held by the IRSE. The email should include:</p> <ul style="list-style-type: none"> <li>• Reference to the earlier email(s)/communications (step 2) to which no response has been received.</li> <li>• Re-iterate the need to engage with the CPD monitoring process, or risk the sanction of being de-registered.</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> <li>• Include a timescale (~ 1 month) for their response</li> <li>• Include an explanation of how the CPD records should be presented (Item 3)</li> </ul>
9	<p>Same as step 3</p>
10	<p>The formal letter informing the registrant of their suspension from the register will be sent by post to the individual's preferred mailing address as held by the IRSE and a copy sent by email to the individual's preferred email address as held by the IRSE. The letter should include:</p> <ul style="list-style-type: none"> <li>• Reference to the earlier communications (steps 2 and 8).</li> <li>• A statement that their registration with the Engineering Council has been suspended due to their lack of engagement with the CPD monitoring process. (In this context, "suspension" is not an act, but merely a statement that the IRSE is ready to de-register the individual)</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> <li>• A statement that they may appeal the suspension, by giving written notice to the PD Manager within 1 month.</li> <li>• A statement that if they do not appeal, their suspension will be confirmed and they will be de-registered from the Engineering Council.</li> <li>• A list of example grounds for appeal, including: <ul style="list-style-type: none"> <li>○ Ill health or self or family member</li> <li>○ Having been working out of the country, and not therefore in receipt of the previous communications</li> </ul> </li> </ul> <p>E&amp;PD Committee will be informed of this action taking place.</p>
11	<p>Appeals process commences (see step 12)</p>

Step No.	Clarification and Guidelines
12	<p>Appeal must be reviewed by E&amp;PD committee, with at least the following in attendance:</p> <ul style="list-style-type: none"> <li>• Chair (or nominated deputy)</li> <li>• Director of Operations (or nominated deputy)</li> <li>• 2 other members of the committee</li> </ul> <p>The appeal group must be independent of the individual. The Committee will consider the grounds of the appeal put forward by the individual, together with any other extenuating circumstances.</p> <p>The individual will be invited to attend the committee, but if they do not to attend, then the committee will consider the appeal in their absence.</p> <p>The committee will document the reasons for their decision on the appeal, and this record will be signed by the E&amp;PD Chair and the Director of Operations.</p>
13	Appeal decision
14 & 15	<p>In the event that the appeal group do not agree with the suspension, then a formal letter informing the registrant of the revoking of their suspension from the register will be sent by post to the individual's preferred mailing address as held by the IRSE and a copy sent by email to the individual's preferred email address as held by the IRSE. The letter will include:</p> <ul style="list-style-type: none"> <li>• Reference to earlier letters (step 10 refers) and to the individual's appeal.</li> <li>• A statement that their suspension is now withdrawn (and the reasons for this from the appeal hearing)</li> </ul> <p>The Director of Operations / nominated person will seek to agree remedial actions with the individual.</p> <p>E&amp;PD Committee will be informed of this decision.</p>
16	In the event that the appeal group do agree with the suspension, Council will be asked to ratify appeal decision
17	<p>A formal letter informing the registrant of their removal from the register will be sent by post to the individual's preferred mailing address as held by the IRSE and a copy sent by email to the individual's preferred email address as held by the IRSE. The letter should include:</p> <ul style="list-style-type: none"> <li>• Reference to earlier letters (step 10 refers)</li> <li>• Statement of outcome of appeal</li> <li>• Statement that in accordance with the IRSE's CPD policy, and in the absence of their engagement with the CPD monitoring process, their registration with the Engineering Council has been revoked, and that they are no longer entitled to use the designation "CEng, IEng or EngTech as appropriate".</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> </ul>
18	Same as step 3

Step No.	Clarification and Guidelines
19	<p>The formal letter informing the registrant of the revoking of their suspension from the register will be sent by post to the individual's preferred mailing address as held by the IRSE and a copy sent by email to the individual's preferred email address as held by the IRSE. The letter should include:</p> <ul style="list-style-type: none"> <li>• Reference to earlier letters (step 10 refers)</li> <li>• Statement of thanks for submitting CPD records, that these will now be assessed, and further feedback provided</li> <li>• A statement that their suspension is now withdrawn</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> </ul>
20 & 21	E&PD Committee informed status of CPD monitoring and agree removal from register
22	In the event that E&PD agree with the removal from the register, Council will be asked to ratify the decision
23	<p>The formal letter informing the registrant of their removal from the register will be sent by post to the individual's preferred mailing address as held by the IRSE and a copy sent by email to the individual's preferred email address as held by the IRSE. The letter should include:</p> <ul style="list-style-type: none"> <li>• Reference to earlier letters (step 10 refers)</li> <li>• Statement that in accordance with the IRSE's CPD policy, and in the absence of their engagement with the CPD monitoring process, their registration with the Engineering Council has been revoked, and that they are no longer entitled to use the designation "CEng, IEng or EngTech as appropriate".</li> <li>• Contain a name and contact details of someone at the IRSE who can provide further information (Director of Operations / nominated person)</li> </ul>
24	The Director of Operations / nominated person informs Engineering Council of the details of the person to be removed from the register
	End of year's CPD monitoring process