

cabe

chartered
association
of building
engineers

Guidance Note: Continuing Professional Development

In this rapidly changing industry, maintaining your professional competency is key. Professionals in any industry should embrace the chance to learn, improve and encourage the development of others.

This is nowhere as important as within the construction industry. Undertaking and recording Continued Professional Development (CPD) activities is the best way to ensure that you are competent and able to demonstrate that competency when required.

At Chartered Association of Building Engineers (CABE) we put this maintenance of skills, experience and knowledge as a top priority.

Therefore, CABE members are asked to plan, undertake, and record their CPD activity to demonstrate their awareness and understanding of current and changing legislation and best practice.

CABE Members are required to record 35 hours of CPD every year.

Continuing Professional Development

The Importance of CPD

CPD forms an important role in the work life of any professional, and is the basis of ensuring that you remain competent, well informed and able to deliver within your area of responsibility.

Continuing to learn and improve serves as a blueprint for acquiring new competencies and refining existing ones, enabling personal and professional growth. Embedding a culture of undertaking and recording CPD will serve as an invaluable career tool, helping you set goals, develop and strive for bigger challenges, and achieve greater career opportunities.

The responsibility of keeping people safe alongside ensuring our buildings are durable and aiming towards a more sustainable industry can only be met by the ability to continue to learn, develop and strive for competence.

Embracing CPD is not merely a choice, but a necessity for you to complete as you seek continuous improvement and success in your respective fields.

“Undertaking regular self-assessment is vital to being a competent Building Engineer”

CPD Requirements

for CABE Members

CABE members at all grades should be ensuring they undertake development activities. These will both aid your career progression, but also ensure you are working at the safest, most competent level in the public interest.

All CABE members holding a paid grade of membership* and/or Engineering Council registration are required to undertake and record **35 hours of CPD a year** (or 105 hours over 3 years averaging to 35 hours per year); with each activity having some measurable outcomes for example knowledge gained or skills developed.

Grades expected to record their CPD:

- Graduate
- Technician
- Associate
- Chartered Member
- Chartered Building Engineer and;
- Fellow Chartered Building Engineer.

Failure to comply with this requirement is considered a breach of the **CABE Code of Professional Conduct** and may result in the member being subject to the CABE disciplinary procedure.

At the end of every CPD year CABE undertake an audit of Chartered Member's CPD, with both a quantitative check of hours logged but also a random sampling to look at the quality of activities logged and any reflective practices.

Each member is contacted individually about the results of an audit on their account, so ensure your email address is correct on your **cabecommunity** profile, as we may supply feedback and request an action be undertaken to complete or record.

** Retired members are not required to log CPD*

**CPD Year runs from
1 January – 31 December**

What Makes Good CPD?

Structured & Self-Directed CPD

Structured CPD, also known as formal CPD, includes activities such as training courses or qualifications. These are a structured form of learning. Structured CPD is a vital aspect of career development, the activities have clear learning objectives and outcomes, and you are able to provide evidence of attendance.

Self-Directed CPD, also known as informal, covers activities that are less structured and are harder to quantify, for example reading technical articles, researching new technology or informal discussion groups. When you undertake this type of CPD you must consider how it relates to increased industry awareness and your personal and career development. You must identify and record learning outcomes on your CPD record, reflecting on how the CPD completed has met your learning needs.

There is no set format for CPD, and it is best achieved by understanding and meeting your own needs, but a mix of both structured and self-directed CPD is important for well-rounded learning outcomes.

Reflective CPD

To ensure you keep up to date in this ever-changing industry, professionals must identify their knowledge gaps and address these with CPD.

Before undertaking any activity, you need to identify your skills and development needs choosing opportunities that will help you meet these areas. This is called reflective CPD.

At the beginning of the year, members should take the time to create a **Personal Development Plan (PDP)**. A PDP allows you to reflect on your current knowledge, identify your gaps and plan the years activities in advance, making sure you address these gaps, both large and small. This can also become an excellent tool for career development and should be shared with your employer where appropriate.

CABE will begin looking for these plans during the audit, so they should be uploaded with your CPD record. Any workplace reviews will also be accepted.

[PDP Template](#)



The key thing to remember is that **CPD** should include

- theory and practice in relation to the professional services and functions you offer
- reinforce your existing knowledge and skill set
- cover developments in legislation and technological changes
- future developments and changes; and
- enable you to offer the best possible advice to fellow professionals, clients, and the public.

"Improved competence will make everyone safer on-site, in our places of work, and in our homes. It will make our industry more productive and help us deal more effectively with climate change."

— Richard Harral, Technical Director at CABE

Examples of CPD Activities

CPD can take many forms, often under the general categories of events, courses, distance learning, personal study, professional affairs, or even personal development. The key is to reflect on your knowledge or competence and to plan your CPD to meet the competency required of a building engineer.

Examples of CPD activities can be found below. Please take careful note of the guidance under 'Learning Outcomes'. You will also need to record the date, provider, and location of your CPD activities for your online CPD record.

CPD	Example
Attendance at CPD accredited training or events	Seminars, workshop, conferences, webinars etc. These can be free or paid events.
Reading technical journals	<i>Building Engineer journal</i> (included in your annual subscription as a member of CABE)
Internal company (in-house) training	Software, systems, Approved Document updates, etc.
Participation in committees, professional interview panels or boards	Committee meetings, Board meetings, these must have a learning outcome relevant to your career development
Self-directed reading/watching/listening and assimilating changes to regulations/legislation/guidance/standards	Reading or online research, listening to podcasts
Attending or delivering corporate technical meetings in your workplace	Use any research for technical briefs with learning objectives to show CPD
Researching, preparing, and delivering/authoring a technical presentation, article, or guidance note	Research, collaboration

Learning Outcomes

Learning outcomes are the key to giving your CPD activities and record real merit. Any activities you undertake should have a tangible outcome that helps you develop a skill or gain some knowledge. It is imperative that you note these down within your record.



Uploading CPD is easier than ever

You can log your CPD within your member profile on the **CABE Community**.

You can choose to upload individual activities or upload your year's CPD record in one go.

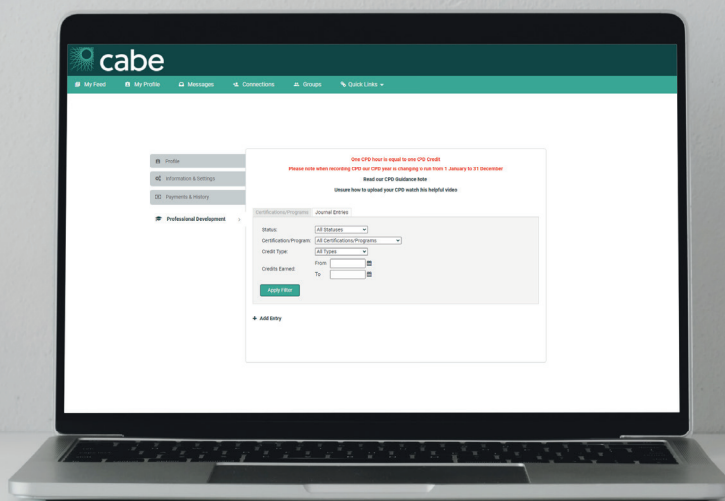
[Download the help guide.](#)

How to bulk upload

Keeping track of a year's worth of CPD activities can be tricky, however using a **CPD Record Template** activities can be noted throughout the year and uploaded by attaching the document to your account before the audit.

Simply tally up the hours and make sure you provide adequate learning outcomes and information about each activity.

[CPD Record Template.](#)



Transfer your CPD from other professional bodies

For any members who hold membership with more than one professional body, it is possible to upload CPD records from any other body, as long as they are in either PDF or Microsoft Word format, show a clear tally of hours and adequate learning outcomes and information about each activity.

CPD Key Areas



There are some core areas that CABA believes every member should take an active step to become more aware of and become competent in meeting the challenges associated.



Sustainability

Thoughts around sustainable construction are coming to the foreground and becoming high priority. It is the duty of CABA members to make sure they meet these challenges and keep themselves up to date with how they can be actively involved in creating and implementing the solution.

CABA competencies within the member framework require current or future members to have an understanding of sustainable technologies, methods and research.



Ethics

CABE members are bound by a code of ethics, but this goes beyond accountability for their own actions.

Accuracy, integrity, communication and trust help create a safe and inclusive work environment and using development activities to learn how to take these principles forward and encourage ethical leadership will help towards unlocking the higher grades of membership.

Soft Skills

Leadership and teamworking requires more than technical knowledge.

Communication, finance, contract negotiations and mentoring are also valuable skills that should be continuously maintained and improved.



We're here to help

If you have any queries about **Continued Professional Development**, please get in touch via e-mail.
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