Guidance Note: Continuing Professional Development

At Chartered Association of Building Engineers (CABE) we understand how important it is to undertake regular Continuing Professional Development (CPD) to prove not just your knowledge of your role, but your competence and dedication to building engineering.

As standards, legislation, processes, and materials are ever changing, members need to meet that fluidity with adaptability and diligence. Therefore, CABE members are asked to plan, undertake, and record their CPD activity to demonstrate their awareness and understanding of current and changing legislation.

CPD Requirements for CABE Members:

At CABE, all members holding a chartered grade of membership and/or an 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. 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.

Structured and Self-Directed CPD

Structured CPD (formal) such as training courses and attending conferences, 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. Any formal CPD that you attend organised by CABE is automatically added to your CPD record, while external activities will need to be added manually by you, often with a requirement to add proof of attendance.

Self-Directed CPD (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.
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 skillset
- 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.

Please note: All Chartered Members and Chartered Fellows need to update their online CPD record by 1 January each year for CPD activities in the previous year.

Part of CABE’s offering to members and the industry is arranging a variety of in-person and online training opportunities, including seminars, workshops, certificate courses, conferences, and webinars available both in the UK and in our chapters around the world.
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.

<table>
<thead>
<tr>
<th>CPD</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at CPD accredited training or events</td>
<td>Seminars, workshop, conferences, webinars etc. These can be free or paid events. CABE-run opportunities can be found at cbuilde.com/events</td>
</tr>
<tr>
<td>Reading technical journals</td>
<td>Building Engineer journal (included in your annual subscription as a member of CABE)</td>
</tr>
<tr>
<td>Demonstrating the use of software/systems/equipment to colleagues</td>
<td></td>
</tr>
<tr>
<td>Internal company (in-house) training</td>
<td>Software, systems, Approved Document B updates, etc.</td>
</tr>
<tr>
<td>Participation in CABE committees, professional interview panels</td>
<td>Regional committee meetings, MPSC, these must have a learning outcome relevant to your career development</td>
</tr>
<tr>
<td>Self-directed reading/watching/listening and assimilating changes to regulations/legislation/guidance/standards</td>
<td>Reading or online research, listening to podcasts</td>
</tr>
<tr>
<td>Attending or delivering corporate technical meetings in your workplace</td>
<td></td>
</tr>
<tr>
<td>Investigating the use of new products in your workplace</td>
<td></td>
</tr>
<tr>
<td>Taking part in a voluntary activity that has a technical learning outcome that relates to construction, or elements required within the construction industry</td>
<td>Legal requirements</td>
</tr>
<tr>
<td>Researching, preparing, and delivering/authoring a technical presentation, article, or guidance note</td>
<td>A Building Engineer journal article or CPD presentation</td>
</tr>
</tbody>
</table>
Learning Outcomes

CABE works to support members in understanding and developing their pathways to successful careers built on competence and assurance, giving our members a competitive edge in the industry.

By undertaking CPD, you are continuously developing your knowledge and skills. Learning outcomes will vary depending upon the individual but must include some key development or understanding of issues or additional knowledge gained. Simple repetition of previously undertaken activities will not have the same level of contribution to development, however periodic ‘refresher’ training is encouraged.

“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

How to Record your CPD Record

It's very easy to record your CPD with CABE just sign in to cbuilde.com/RecordCPD and enter your activities. You can chose to upload one at a time, or upload several at once. If uploading several at once, please use either PDF or Word document formats. When uploading a document make sure you enter the total number of CPD hours in the “credits” box, one credit = one hour.

A tutorial video is available at cbuilde.com/CPD
We’re here to help

If you have any queries about Membership Competency Frameworks, please contact us. You can also find out further information at cbuilde.com

Lutyens House, Billing Brook Road, Northampton, NN3 8NW, United Kingdom
T: +44 (0) 1604 404121
E: info@cbuilde.com
cbuilde.com