



The Institution of  
Engineering and Technology

# Certificate of Attendance

This is to certify that

has attended

on



A handwritten signature in dark purple ink, reading 'Ed Almond'.

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**Ed Almond**  
IET Chief Executive and Secretary

A handwritten signature in dark purple ink, reading 'Dr Gopichand Katragadda'.

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**Dr Gopichand Katragadda**  
IET President

# Continuing Professional Development (CPD)

## What is CPD?

CPD is the process of developing and maintaining competence; a set of recognised skills needed to reliably perform the occupation of your choice. It's how you keep up-to-date with current practice; it drives you to improve your skills and progress into new roles and keeps you employable throughout your working life.

IET members have a professional obligation to undertake and record Continuing Professional Development (CPD) to remain competent throughout their working lives, as detailed in our IET Rules of Conduct:

"Members shall keep their knowledge and skills up-to-date through planned professional development and seek to broaden and deepen that knowledge throughout their working life. Members shall keep adequate records of professional development undertaken. Members shall also encourage persons working under their supervision to do the same."

Professionally registered members (CEng, IEng, EngTech or ICTech) must also follow the Engineering Council's CPD Code.

## Add this training course or event to your CPD record

Career Manager, the IET's online professional development system, enables you to record your CPD in a quick and simple way. Using the quick launch tool, you can easily record your CPD activities, including this training course or event. With the added ability to record reflection against your CPD activities and produce high-level or detailed CPD activity reports at the click of a button, you can easily build and maintain a meaningful CPD record.

## What is the IET's CPD policy?

From January 2017 all Professional Engineering Institutions have introduced a Policy of random reviewing of Professionally Active Registrants' CPD Returns. The IET's Board of Trustees agreed that we should meet this aspiration, extending it as a benefit to IET Members (TMIET, MIET, FIET).

We have been monitoring a random sample of members' CPD records since 2017. These are reviewed by the IET volunteer CPD advisors, taking into consideration various criteria, including:

- The quality of the reflection
- The variety of activities undertaken
- The link to UK-SPEC requirement
- The link between CPD activities and the CPD planning report

The simplest way to record CPD activities is via Career Manager. Visit [theiet.org/career-manager](https://theiet.org/career-manager) to begin recording your CPD hours.

For more information on the IET's CPD policy, please visit our website

[theiet.org/cpd](https://theiet.org/cpd)