

## **Report from the CPD Panel Chair on CPD submissions received from members in 2020 relating to 2019**

### **Introduction**

The Energy Institute (EI) appreciate that our members have had to juggle family and work commitments and in some cases health issues throughout what has been a challenging year for many. With this in mind, I would like to start by thanking those of you who submitted a record upon request this year, as well of those who have kept in touch and deferred their submission to 2021 due to the current situation.

At times like these, it is tempting to let CPD take a backseat, but maintaining and developing knowledge and competence is a key part of our lives as energy professionals, especially when many of us are facing an uncertain future. As members of the EI, and as professionals, we all commit to working towards being the best we can be, not only for our own benefit, to improve and develop our prospects, but also for the benefit of the energy sector and wider society. As members, the EI is here to support you through this journey.

The EI offers a range of support to help its members in their ongoing learning and development, such as the encyclopaedic Energy Matrix, training courses, conferences, newsletters and upcoming opportunities such as our new mentoring scheme which will be available to you soon. Members can also benefit from free access to mycareerpath, the EI's online CPD recording tool, where you can store and keep track of your CPD and/or map your progress towards professional memberships and registrations.

### **About CPD**

Each year we request CPD records from a cross section of our members. Many of our members hold registrations awarded on behalf of our Licensing Bodies or registers - all those who hold professional registration such as a CEng, IEng, EngTech, Chartered Environmentalist, ESOS Lead assessor and RPEC registrants, are required to record their CPD, and submit a record upon request in order to maintain their registration.

Once records are received, we on the CPD Panel give feedback to as many members as we can, to help support them in developing their approach to CPD and learning. Our role isn't to tell you what to do, you're in the best position to know what development you need and where you want to go in your career. Our role is to advise you on the best way to record your CPD. If there are specific requirements you need to undertake due to your registration, and your record is one of those we look at, we will also give you feedback on what you need to do to make sure you keep your hard earned titles.

As we are not able to respond directly to everyone who makes a submission, we also provide a report each year giving general feedback to those who submitted. We hope that these reports will also be helpful to those who might be asked to submit their records in the future.

### **Recording your CPD**

As ever, the best advice we can give members who are asked to make a submission is to use (or refer to) the EI form, because it comes with full guidance to help you work through the process and concentrate on what matters. This is particularly important if you hold

registrations or approvals where there are particular requirements you need to meet, such as ESOS Lead Assessor. You can of course use other formats - many people keep records for their employer, or for other professional bodies. We don't want to ask you to duplicate your work, but do check your record contains everything requested in the EI template. It's the best way to make sure you have everything covered for any professional registrations you hold.

We have also produced the EI's CPD Guide, "The best you can be" to help members think about their CPD. The main message is that CPD isn't complicated – chances are you are doing it every day – is there a day when you don't learn something, refine a process, take something new into account, consult with others and ask for, or give advice? Learning and updating your skills is every professional's responsibility and is part of what we do as professionals, not something extra.

### **Report on 2020 submissions for 2019 CPD**

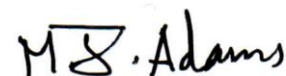
We tend to find, where records don't meet the guidelines, it is often because members haven't recorded their thoughts on what they have learned and what difference it has made to them or their work. Reflection on what you have learned and how you will put this into practice, is an important factor in getting the most out of CPD. It can be useful to write your record in the first person - 'I thought about, I was able to consider, I learned ...' etc. Often where people attended courses, they record the learning outcomes for the course, rather than what they learned from it and how it had helped them to develop. We also find that many members believe CPD is only about formal courses, when in fact, day-to-day learning and self-directed learning are just as important and something that many members could take credit for in their records.

On the whole, we have seen CPD records improving every year and we have received some excellent records - the best of these were well organised and covered a range of topics and activities. The best records we saw produced an honest self-assessment of what they got out of their learning and how they are using that learning to develop competence. We found records like these interesting and enjoyable to read, not least because they showed clear reflection and a sense of purpose.

### **Our thanks**

On behalf of the CPD Panel, I would like to thank those members who submitted records in 2020, and for the many thoughtful and positive responses we received in this difficult time.

For more information about CPD, please visit <https://www.energyinst.org/membership-and-careers/cpd>



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