

# Sample CPD Policy

## 1. Organisation Mission Statement

*Insert mission statement / current key objectives*

## 2. General Overview

In the context of the above, it is a corporate priority to develop all employees. Organisations which have robust learning systems can adapt faster to changing circumstances, sustaining high performance and profitability. Everyone can play a part in fostering an optimal environment for learning, development and growth.

## 3. Continuing Professional Development:

### ***What is CPD?***

CPD is timely professional updating.

### ***Why CPD?***

An organisation learns and innovates through its key resource i.e. its people. The failure to engage in CPD equates to 'arrested adaptation' at an individual- or organisational-level.

Practising engineering professionals engage in CPD to actively maintain and improve the knowledge, skills and personal qualities which formed the basis of their professional recognition in the first place. Current key impetuses also include:

- the pace of change (technology, software, materials, codes, standards, legislation etc)
- globalisation and cost competitiveness
- increasing interdisciplinarity, and,
- the emergence of entirely new technologies and markets

Carefully-planned CPD can bring about the necessary advancements in the competences of engineering professionals for them to sustain career-long high performance and avoid 'professional obsolescence.'

### ***How to do CPD?***

Ultimately, CPD is the responsibility of the individual. All managers are responsible for supporting the development and learning of the people working for them but professionals need to actively pursue learning opportunities which align with the objectives of our organisation, our clients, professional obligations as well as personal learning styles and life circumstances.

All engineering professionals should take ownership of their development action plan, suited to their career stage and their overall responsibilities.

### ***What's expected?***

We expect our engineering professionals to:

- Understand the range of avenues and opportunities (*not just training*) which constitute CPD

- Review CPD needs on an ongoing basis in line with our business strategy
- Embrace both technical and non-technical CPD
- Engage in CPD as part of the virtuous cycle of competence upkeep and growth
- Be reflective practitioners, taking the time to think about and learn from experiences
- Complete and record a baseline minimum average, per annum, of 5 days formal CPD, in a format suitable for audit
- Distil and capture learning outcomes from new assignments, projects, courses etc
- Be flexible, curious and courageous, with a desire to learn and share expertise

**What you can expect:**

A workplace wholly committed to learning, development and continuous improvement with:

- Regular and ongoing performance feedback
- Active support for CPD from management, mentors and colleagues
- Systems and processes which facilitate knowledge sharing and ease of access to information / subject-matter-experts
- A climate both conducive to good ideas and accepting of failure during early trials
- Clarity regarding required key skills and competences, in line with our strategy
- Readily available mentoring and coaching
- Funding and other supports for CPD and professional memberships which clearly add value

**Scope and Approval**

This policy covers all engineers and technicians employed. It forms part of our management system to ensure high levels of compliance (where required) and optimal levels of adaptability-through-learning. This policy will be reviewed annually in line with business requirements and appropriate CPD best-practice.

**Signed:** CEO/MD/Director etc  
**Date:** DD/MM/YYYY