

IChemE CPD Policy

Continuing Professional Development

Continuing Professional Development (CPD) is the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence.

Applicability of this policy

In accordance with the By-laws and Code of Conduct of the IChemE, this policy is applicable to all members or those applying for membership or registration in all grades, including, but not limited to:

Memberships

- Chartered Member - MIChemE
- Fellow - FIChemE
- Associate Member - AMIChemE
- Associate Member (Process Safety) - AMIChemE
- Technician Member - TIChemE

Registrations

- | | | |
|-----------|--|--------|
| ▪ CEng | ▪ RSci | ▪ CEnv |
| ▪ IEng | ▪ RSciTech | ▪ ESOS |
| ▪ EngTech | ▪ Professional Process Safety Engineer | ▪ RPEQ |
| ▪ CSci | | |

General Member requirements relating to Continuing Professional Development

- IChemE expects all members to identify and undertake appropriate CPD and the responsibility for this lies with the member. The exact nature of the CPD undertaken should be based upon the individual member's circumstances, current membership grade and registrations held.
- Members are expected to be familiar with, and abide by, these general requirements plus the specific CPD requirements relevant to the membership grade and registration(s) that they hold. Details for these can be found in the appendices to this policy.
- Where a member holds multiple registrations, the member should ensure that the CPD that they carry out achieves the required level of development in the skills and knowledge areas covered by all of their registrations. It is recognised that some development activities may satisfy the requirements of more than one registration.
- Members are required to maintain appropriate and up-to date records of their CPD activities and provide evidence of CPD when required, in accordance with the specific requirements of the membership grade and registration(s) held.
- By paying their annual subscription for their membership and/or registration(s) the member is confirming they are professionally active (unless exemptions apply) and participating in relevant CPD for the membership and/or registration(s) held.
- Failure to adhere to the CPD Policy requirements is a breach of IChemE's Code of Conduct, and action may be taken in such instances.

Appendix 1

CPD Requirements for Chartered Member / Fellow / Associate Member / Associate Member (Process Safety) / Technician Member membership grades and CEng / IEng / EngTech registrations

A) Applicability

These requirements are applicable for all members who hold the membership grades of Chartered Member, Fellow, Associate Member, Associate Member (Process Safety) and Technician Member and those who hold the CEng / IEng / EngTech registrations.

Members who are not professionally active, such as those who are retired, on a career break or maternity/paternity leave, may be exempt from these requirements.

B) Requirements and criteria

B.1 CPD hours/points

IChemE does not specify a fixed minimum number of CPD hours or points per annum.

B.2 CPD requirements

- Members should take ownership of their learning and development and have a process for identifying and planning CPD activities based on their current and future needs (via self assessment or employer requirement), the outcome of previous CPD activities, and changes that occur in the cycle (*how do I know what I want/need to do for my continuing professional development?*).
- Members should have a CPD plan, utilizing a range of activity types, with a list of development objectives, each of which has;
 - a) a defined purpose (*why do I have this objective? and what do I want to achieve?*)
 - b) an associated set of activities that will be undertaken to achieve the objective (*what will I do to achieve this objective and how?*)
 - c) specific measures of success, if relevant (*how will I know that I have achieved my objective?*)
- Members should reflect on CPD activities they have undertaken and record this (*what have I learnt or achieved from doing this activity? and what does it mean for my next CPD plan?*).
- Members should evaluate their CPD activities after completion against the objectives and measures of success that they set. A record of this evaluation should be made (*did I meet the objectives and targets that I set myself?*).
- Members should have carried out activities that support the learning and development of others (*what have I done that has benefited and assisted others?*).

C) Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active. Members who are not professionally active, such as those who are retired, on a career break or maternity/paternity leave, may be exempt from these requirements.

An annual CPD report/submission is not required. IChemE will select a sample population from the applicable members each year, and request them to provide a detailed CPD submission for review.

D) Failure to adhere

Should members not provide a CPD submission upon request, or should the member not meet the requirements specified, then the matter may be treated as a breach of the IChemE's Code of Conduct.

E) Further information regarding CPD

Further information can be found at www.icheme.org/cpd

Appendix 2

CPD Requirements for members holding Chartered Scientist (CSci), Registered Scientist (RSci) and Registered Science Technician (RSciTech) Science Council registrations

A) Applicability

These requirements are applicable for all members who hold the Chartered Scientist (CSci), Registered Scientist (RSci) or Registered Science Technician (RSciTech) registration awarded by IChemE on behalf of the Science Council.

B) Requirements and criteria

Members who hold the registration must meet the 'CPD standards for Registrants' set by the Science Council.

Members who are on a designated career break may be exempt (see Section D).

B.1 CPD hours/points

There is no fixed minimum number of CPD hours or points required per annum.

B.2 CPD requirements

The CPD standards as set by the Science Council (as of January 2016) state that Registrants must:

- Maintain a continuous, up to date and accurate record of their CPD activities
- Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice (see below)
- Seek to ensure that their CPD has benefited the quality of their practice
- Seek to ensure that their CPD has benefited the users of their work (employee, customer, student etc);
- Present a written profile containing evidence of their CPD on request.

Registrants' CPD should be a mixture of learning activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following categories:

- Work based learning (e.g. supervising staff/ students, reflective practice)
- Professional activity (e.g. involvement in a professional body, mentoring)
- Formal/Educational (e.g. writing articles/papers, further education)
- Self-directed learning (e.g. reading journals, reviewing books/articles)
- Other (e.g. voluntary work, public service)

For the most current version of the standard please refer to the Science Council website

www.sciencecouncil.org

C) Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active. Note that Science Council has no exemption for retired registrants.

A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with requirements set down by the Science Council.

D) Failure to adhere

Those on a designated career break, and who continue to pay the required registrant fee are not required to revalidate for up to three years whilst on the career break.

Members whose detailed submission is assessed and found to not fully comply with the requirements may be given up to six months to address assessor's comments. If the member is still unable to comply then the registration will be removed. Members who lose the right to use the designation must serve a minimum period of 18 months before making an application for reinstatement through any Licensed Body.

E) Further information

Further information can be found at www.icheme.org/cpd and at the Science Council website www.sciencecouncil.org

Appendix 3

CPD Requirements for members holding Professional Process Safety Engineer registration

A) Applicability

These requirements are applicable for all members who hold the Professional Process Safety Engineer registration awarded by IChemE.

Members who are not professionally active, such as those who are retired, on a career break or maternity/paternity leave, may be exempt from these requirements.

B) Requirements and criteria

B.1 CPD hours/points

IChemE does not specify a fixed minimum number of CPD hours or points per annum.

B.2 CPD requirements

The overall requirements to be met are the same as listed in part B.2 of Appendix 1 but the development objectives and activities carried out must include an appropriate level of development relating to process safety skills and knowledge.

C) Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active. A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken.

D) Failure to adhere

Should members not provide a CPD submission upon request, or should the member not meet the requirements specified, then the matter would be treated as a breach of the IChemE's Code of Conduct.

E) Further information

Further information can be found at www.icheme.org/cpd

Appendix 4

CPD Requirements for members holding Chartered Environmentalist (CEnv) Society for the Environment registration

A) Applicability

These requirements are applicable for all members who hold the CEnv registration awarded by IChemE on behalf of the Society for the Environment (SocEnv).

B) Requirements and Criteria

B.1 CPD hours/points

There is no fixed minimum number of CPD hours or points required per annum.

B.2 CPD requirements

Chartered Environmentalists are expected to take responsibility for personal development to maintain their competence and;

- Carry out a variety of activities when undertaking CPD
- Keep records of any CPD activities already undertaken, which are reviewed to reflect on what was learnt and how useful the activity was
- Record and consider planned future CPD in the same way as completed CPD, with a view to career and competence development

C) Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

By paying their annual CEnv subscription registrants are declaring that they are participating in CPD and remain professionally active. A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with requirements set down by Society of the Environment.

D) Failure to adhere

Failure or refusal to submit CPD records when requested would be treated as a breach of the IChemE's Code of Conduct.

E) Further information

n/a

Appendix 5

CPD Requirements for members holding ESOS registration

A) Applicability

These requirements are applicable for all members who hold the ESOS LEA registration awarded by IChemE.

B) Requirements and Criteria

B.1 CPD hours/points

A minimum of 10 hours of ESOS related CPD activity is required annually.

B.2 CPD requirements

- All registrants are required to keep a **record of CPD***, to demonstrate that they are keeping up to date with respect to the ESOS skills requirements.
- All registrants must set CPD objectives relevant to one or more ESOS LEA Core Competencies and achieve a minimum of 10 hours of CPD annually related to ESOS. ESOS LEA Core Competencies;
 - a) understanding the operational context of an organisation being assessed;
 - b) familiarity with, and ability to apply, the requirements of energy efficiency assessment methods
 - c) scoping an energy efficiency assessment, as applicable to the organization being assessed
 - d) understanding, in detail, of energy use and energy systems applicable to the organization being assessed; (buildings, industrial, transport)
 - e) managing energy efficiency assessment teams and budgets, and managing working relationships (link also to Section 4.5 of PAS);
 - f) understanding the techniques of measuring, sampling, sub-metering, and establishing an energy balance
 - g) data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data;
 - h) identification, quantification, ranking and prioritisation of opportunities for improvement;
 - i) preparing and presenting a technical and non-technical report for an energy efficiency assessment.

* record of CPD refers to a 12 month record which demonstrates that the CPD cycle has been implemented, including the plan for the next 12 month cycle.

C) Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

Registrants will be required to demonstrate annually that they have;

- i) set one or more ESOS related development objectives
- ii) achieved at least 10 hours of ESOS related CPD

Demonstration will be via completion of a simple form, or online survey.

In addition, a sample of registrants each year will be selected and asked to complete a more detailed CPD submission which will cover both ESOS and non-ESOS related CPD activities.

D) Failure to adhere

Failure or refusal to submit CPD records when requested would be treated as a breach of the IChemE's Code of Conduct.

E) Further information

n/a

Appendix 6

CPD Requirements for members holding RPEQ registration

A) Applicability

These requirements are applicable for all members who hold the Board of Professional Engineers Queensland registration, also known as Registered Professional Engineer Queensland (RPEQ). IChemE is an assessing entity for your registration.

B) Requirements and criteria

B.1 CPD hours/points

A minimum of 150 hours of CPD activity over three years is required.

Members who are not professionally active, such as those who are on a career break or maternity/paternity leave, may have these requirements adjusted.

B.2 CPD requirements

CPD would be expected to include a combination of activities such as:

- Formal education and training (courses/lectures);
- Informal learning activities (eg. reading journals and manuals);
- Conferences and meetings;
- Presentations and papers;
- Service activities (eg. CPD auditor and reviewing technical papers); and
- Industry Involvement (for academics).

C) Record keeping, demonstration, verification and auditing

RPEQs are expected to record their CPD hours and be able demonstrate to BPEQ they have met the requirement of 150 hours of CPD over three years.

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with the requirements set down by BPEQ.

D) Failure to adhere

Should members not provide a CPD submission upon request, or should the member not meet the requirements specified, then the matter may be treated as a breach of your requirements for IChemE's assessment of your eligibility for RPEQ.

E) Further information regarding CPD

Further information can be found at <http://www.bpeq.qld.gov.au/>

Appendix 7 – CPD Cycle

