Why do CPD?

As a practising systems engineer, CPD can help you:

- Maintain or improve performance in your present role
- Equip you for the changing demands of your present role
- Equip you for a new role
- Equip you for a change in the tasks and responsibilities of your job
- Develop you towards higher level responsibilities
- Improve your flexibility within a team
- Enhance and complement your best talents
- Boost your confidence
- Learn from others
- A CPD record is a mandated requirement for professionally registered engineers

INCOSE UK Policy

- Practising systems engineers are responsible for planning and managing their own CPD
- Practising systems engineers should maintain CPD records, even if not mandated by a third party
- Practising systems engineers should obtain relevant professional registration (or their national equivalent) at the earliest practical stage of their career, and should maintain registration
- Practising systems engineers who are professionally registered should perform at least as much CPD as required by the body with whom they are registered, and no less than INCOSE requires for maintenance of CSEP
- Practising systems engineers should obtain and maintain Systems Engineering Certification at the earliest practical stage of their career, and move through the levels of the scheme as appropriate.

Effective CPD is about understanding the benefits of what you have learnt and how you will use this to enhance your day-to-day practice as a systems engineer.

Do's and Don'ts for CPD:

Do define an approach to CPD which applies to your roles and career objectives
Do plan and manage your CPD
Do focus on the value of your CPD activities
Do ask yourself how your learning will help you with your work
Do record all your CPD activities
Do review your CPD activities annually
Do share your approach with others

Don't Ignore your own development
Don't attend training courses for the sake of training - check that the stated Learning Objectives give you what you need for your CPD
Don't assume that all CPD activities carry the same value
Don't leave your CPD to chance. Take time to reflect and plan
Don't copy someone else's approach without ensuring it satisfies your career needs

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This leaflet is intended as a brief introduction to Continuing Professional Development as it relates to Systems Engineering. U3 was formerly issued as Z10.

For further information, advice and links to helpful websites go to: http://www.incoseonline.org.uk/profdev

Download copies of this leaflet and other Systems Engineering resources online at : www.incoseonline.org.uk

For more information about the worldwide Systems Engineering professional community, go to www.incose.org
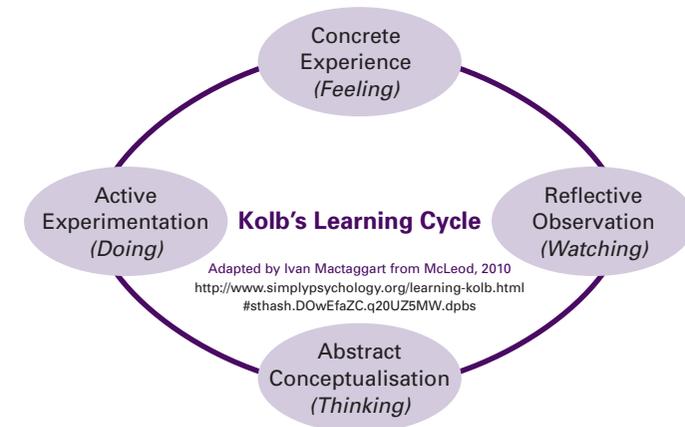
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What is Continuing Professional Development (CPD)?

CPD is:

Continuing Professional Development (CPD) -
"a structured approach to learning to help ensure competence to practice, taking in knowledge, skills and practical experience. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed."

INCOSE UK Chapter definition

INCOSE UK believes that Continuing Professional Development (CPD) is an essential activity for every individual who is actively practising Systems Engineering.
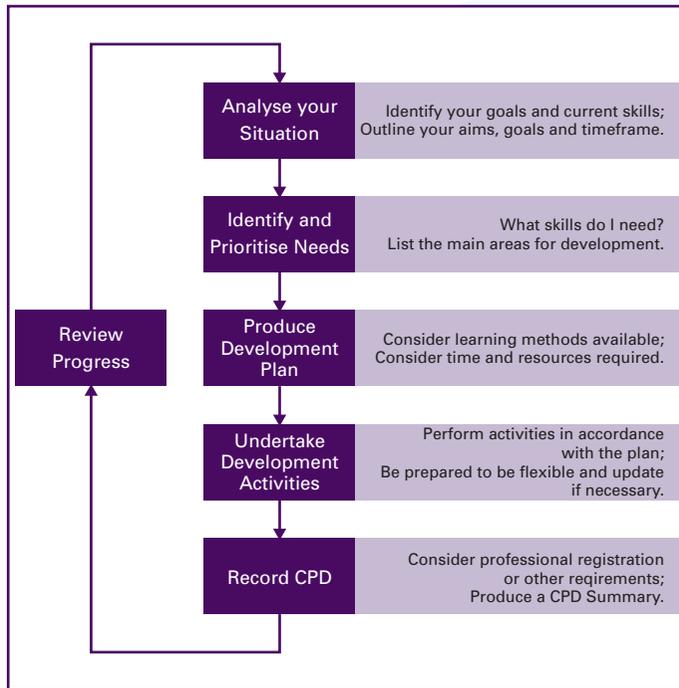

Concrete Experience *(Feeling)*
Reflective Observation *(Watching)*
Abstract Conceptualisation *(Thinking)*
Active Experimentation *(Doing)*
Kolb's Learning Cycle
Adapted by Ivan Mactaggart from McLeod, 2010
http://www.simplypsychology.org/learning-kolb.html
#sthash.DOwEfaZC.q20UZ5MW.dpbs

"Learning is the process whereby knowledge is created through the transformation of experience"
(David A Kolb, 1984)

Planning and Implementing Effective CPD

CPD is personal and your individual CPD needs will be unique to you and your own particular situation. However the following provide a number of considerations for developing your CPD plan:

- Your personal career aspirations
- Professional registration CPD requirements
- Systems Engineering Certification CPD requirements
- Mapping your current skills, knowledge and behaviours to the INCOSE UK Competency Framework
- Formal performance appraisals
- Introduction of new processes and tools
- Business and team capability reviews
- Your employer's strategy
- Corporate and team business plans
- Legislation and statutory obligations

The process diagram below provides an example of an approach to undertaking CPD.

CPD Methods

There are an extensive number of avenues that can be used to fulfil your Professional Development requirements, including:

- In-house courses
- External courses (from training providers or Universities)
- Work-based learning e.g. codes observed, conflicts resolved
- Distance learning programmes
- Self-directed private study
- Preparation and delivery of lectures and presentations
- Preparation of refereed papers
- Attendance at lectures, seminars or conferences
- Coaching, tutoring, monitoring, teaching
- Secondment and special projects
- Relevant voluntary work

The table below relates the methods to the knowledge and experiential elements of competence. The table has two columns representing the traditional "hard" skills, and the increasingly recognised "soft" skills.

	Hard Skills	Soft Skills
Knowledge	Distance learning; Community events; Preparation of referred papers; Training and education; Professional qualifications; Personal improvement.	Distance learning; Community events; Coaching / tutoring / monitoring; Presentation of papers; Training and education; Personal improvement.
Experience	Work-based learning; Community events; Preparation of referred papers; Project and leadership activities; Voluntary work.	Work-based learning; Community events; Coaching / tutoring / monitoring; Presentation of papers; Project and leadership activities; Voluntary work.

CPD Planning

Planning your CPD helps you understand the specific opportunity areas for your personal development. You should formally record all your CPD activities to assist you with tracking your progress, and to help the identification of new development opportunities.

CPD Terms & Definitions

Professional Registration – The INCOSE UK professional registration pathway is independently verified and all successful applicants are registered with the Engineering Council. The Engineering Council mandates that professionally registered engineers must keep a CPD record for renewal/revalidation. INCOSE UK provides the CPD tool 'mycareerpath®' for members to track and record their CPD. This tool is accessible under the CPD heading on our website here: www.incoseonline.org.uk/profdev

Systems Engineering Certification – INCOSE UK members may wish to become certificated as a Systems Engineering Professional. INCOSE UK offers an online based Certification programme for all certification levels (ASEP, CSEP, ESEP). As with professional registration INCOSE has mandated that ASEP and CSEP Certified members must undertake and maintain a CPD record.

INCOSE UK Support to CPD

- Promoting CPD through its policy, public statements, and strategic partnerships
- Sharing good practice guidelines and assets to support individual members in planning and managing their own CPD
- Supporting UKAB organisations to develop organisational CPD schemes
- Supporting and evolving the INCOSE UK SE Competencies Framework
- INCOSE UK recommends that members log their CPD using mycareerpath®, which is accessible under the CPD heading on our website here: www.incoseonline.org.uk/profdev

CPD helps systems engineers to achieve the highest standards of professional Systems Engineering practice.