

## Types of CPD and corresponding Time Credits

**Target: Record a minimum average of 5 days formal CPD for each engineering employee (engineers and technicians) per annum.**

### 1. Types of formal CPD i.e. excluding on-the-job general learning and development.

#### **1.1. In-company training courses or lectures.**

##### **Type Time – credit**

- classroom training – actual duration
- lectures - actual duration
- computer based course - actual duration
- formal induction training – actual duration

Senior Staff:

- Teaching classes / Tutoring – actual class time plus materials preparation time

#### **1.2 Postgraduate academic courses.**

##### **Type Time – credits**

- relevant Masters degrees from an institution recognised by Engineers Ireland - up to 50 days (25 days University or equivalent p.a. over 2 years)
- Degree in engineering related subjects - up to 60 days (20 days University or equivalent p.a. over 3 years)
- Diploma in engineering related subjects - up to 20 days
- Certificate in engineering related subjects - up to 15 days
- Other relevant academic courses with qualifications - actual lecture time

#### **1.3 External training courses.**

##### **Type Time – credits**

- courses run by a recognised institution or training provider covering specific technical subjects, sector specific subjects or generic training (management, law, finance, accounting, health and safety, human resources, environmental issues, computer applications etc) - actual lecture time

Senior Staff:

- Courses such as Conflict Resolution, Management, Influencing Skills, PR & Media Training, Advanced-level training, Systems Thinking training etc – actual lecture Time

#### **1.4 Professional Institution Activities.**

##### **Type Time – credits**

- attending a relevant lecture – actual lecture time
- organising a technical conference or lecture series - up to 3 days per annum
- participating in a committee, council or special task force - actual meeting time (up to 3 days per annum)

Senior Staff:

- preparing and delivering a paper - up to 3 days per annum

#### **1.5 Special study leave including exam time.**

This is covered by the allowances for Masters, Degrees, Diplomas and Certificates shown above under 1.2.

For those sitting other formal examinations not covered by 1.2, actual exam time is allowable as an additional CPD time.

#### **1.6 Special visits or assignments**

- Targeted visits of a learning nature or active attendance at a work-related conference/seminar when the cost is borne by the company or individual as an expense (i.e. not chargeable to a client) is allowable as a CPD credit.
- Visits to overseas company or installation would fall into this category where planned as a developmental activity.

Credit - actual time at venue or site

#### **1.7 Professional Titles**

Where candidates successfully achieve a registered professional title (e.g. CEng, AEng, Eng Tech), one day's CPD credit can be allocated for the application and professional interview process.

### **1.8 Structured Reading**

Where structured reading is identified as part of a developmental plan (e.g. familiarisation with new legislation or new technology) a maximum of one day's CPD credit per annum can be claimed.

### **1.9 Knowledge Management**

Where formal knowledge sharing activities are planned and run in-house, the actual session times are allowable for CPD purposes, up to a maximum of two days per engineer per annum.

### **1.10 Technical Blogs**

Staff who host a Technical Blog, deemed to be beneficial as a knowledge source to other technical staff, can claim 1 day's CPD per annum

### **1.11 Mentoring**

Staff who have completed formal training in Mentoring Skills and upkeep these skills by meeting with a designated Mentee, at minimum four times per annum, can claim 1 day's CPD per annum as a Mentor

### **1.12 Volunteer work for a charitable organisation**

Engineers/technicians who volunteer to assist with the work of a registered charitable organisation, at home or abroad, can claim up to a maximum of 3 day's CPD per annum, provided the volunteer work is of a technical nature and involves imparting technical skills and know-how to aid works, local citizens etc

#### **Important Note:**

In considering a broad approach to CPD, we recommend that individual engineers / technicians should ensure that a minimum of 3 days of CPD p.a. is achieved under headings 1.1 to 1.3 inclusive.

This is particularly relevant where individuals are pursuing professional titles, such as Chartered Engineer, or inclusion on the International Register of Professional Engineers, where specific requirements relating to training activity apply.