Criteria 1: Internal CPD Committee

This chapter contains:

- Overview
- How your committee can co-ordinate CPD
- Evidence Required for Accreditation
- Adding Value: The Range of Good Practices
- Case Studies and Useful Templates

Employers that inspire!
Criteria 1

OVERVIEW

No one individual in an organisation can be responsible for the Continuing Professional Development of its engineers. Like any important project, when it comes to achieving results, and sustaining results, teamwork is key. A CPD committee made up solely of engineering professionals can lack expertise on matters to do with HR, Training & Learning.

Likewise, if HR or Training are the main drivers for CPD, the particular requirements and specialisms of engineering may not be properly taken into account.

Given that CPD involves a crucial investment of resources for any organisation, a suitably high-level, cross-functional team, with top management support, is the most effective way to bring about good CPD systems and practices in your organisation and to link your implementation plan to clear business benefits.

PURPOSE OF INTERNAL CPD COMMITTEE

- Act as ‘the champions’ of CPD, before and after an organisation achieves the CPD ACCREDITED EMPLOYER standard
- Answer questions with regard to the roles and responsibilities of all internal parties in relation to CPD
- Provide a link to Engineers Ireland (and other learned bodies) in relation to CPD benchmarking
- Check to see that the good CPD SYSTEMS and PRACTICES which are put in place are maintained and improved on an ongoing basis

“No one individual in an organisation can be responsible for the Continuing Professional Development of its engineers.”

MANDATORY Criteria 1: Internal CPD Committee
1.1 Brings together department heads from Engineering, HR, Training, Quality and Finance.

- Minutes for CPD committee meetings are available
- [At audit] Representatives from each department can discuss how CPD links to their initiatives

**HOW CAN YOU DO THIS?**

- Select a cross-functional team. If a department head feels CPD has nothing to do with him/her, explain how their function has a role to play in Continuing Professional Development for engineering staff
- It may be helpful to have a CPD team ‘Charter’ which sets the terms of reference and some basic ground rules for how meetings will be run and committee members will interact
- Invite an Engineers Ireland CPD representative to some of your committee meetings to get external, expert input.
- Talk to organisations which already hold the prestigious CPD Accredited Employer standard. Engineers Ireland is always happy to set up these links.

1.2 Ensures CPD policy and systems are implemented and assessed with ongoing development

- There are clear guidelines around how the organisation will continue to get better at developing staff.
- [At audit] Staff can give examples of relevant and timely improvements that have been made on the CPD front.

**HOW CAN YOU DO THIS?**

- Get the team to block off time to meet monthly. Appoint someone who will minute the meetings. Agree and record action items.
- Adopting the Quality mantra PLAN-DO-CHECK-ACT when it comes to CPD means corrective or preventative actions can be taken should some part of your CPD systems need bolstering.

1.3 Reports to top management on CPD

- Minutes are available to show that CPD has a place on the agenda at top management meetings

**HOW CAN YOU DO THIS?**

- Ensure your CPD committee has a top management ‘sponsor’ who undertakes to discuss CPD at the highest level in your organisation.
Quality Management linked to CPD

It is important that your organisation has a process for ensuring that CPD systems and practices are adhered to and evaluated from time to time.

For companies that have ISO Quality System accreditation, responsibility for the implementation of various procedures is clearly defined. The ISO 9000 procedures can be extended to include relevant aspects of a company’s CPD systems to ensure that responsibility is defined and that effective auditing of CPD takes place.

For non-ISO Quality System accredited companies, an individual should be identified who has overall responsibility for your CPD auditing i.e. for reviewing the CPD processes, procedures and recording systems, monitoring progress and ultimately reporting progress.

This individual will be required to lead regular internal audits and should be part of your internal CPD committee.
Criteria 1: Roles and Responsibilities

We recommend the following CPD responsibilities, as a minimum.

Senior Management
Approve CPD Policy and ensure effective communication
Allocate resources
Periodically review CPD systems and practices e.g. at quarterly reviews or senior management meetings

HR Director/Manager
Prepare annual training budget after consultation with respective managers
Provide general advice to managers on CPD and training matters
Assist in providing/sourcing/evaluating CPD or training where appropriate
Document relevant procedures

HR/Quality Manager
Ensure that CPD systems and practices are implemented and reviewed on a regular basis

Line Manager
Identify the CPD requirements for each employee and record on individual CPD Plan
Ensure the agreed CPD/Training is implemented and evaluated
Update individual CPD records as soon as training is completed

Engineering Employee
Take personal responsibility for CPD
Assist in the identification of own training needs and completion of Individual CPD Plan
Attend CPD provided: provide evaluations/feedback and forward copies of certificates to Manager for retention
Criteria 1: Good Practices

**Standard Good Practice**
- Brings together department heads from Engineering, HR, Training and Quality
- Ensures CPD policies/procedures implemented & responsibilities defined
- Maintains high profile of CPD in the organisation
- Reports to top management on CPD

**Advanced Good Practices**
- CPD feeds into the employer’s business strategy e.g. via a Business Excellence Model or a Balanced Scorecard system
- CPD support systems regularly updated, in line with ongoing improvements
- Employer’s CPD systems linked to Quality system e.g. ISO, to allow for internal auditing of CPD systems and practices
- Key personnel responsible for the co-ordination of staff CPD hold appropriate professional qualifications
Checking often means you can take remedial action early. We often check our Financial systems and our Health & Safety systems get high priority. How often does your organisation check to see that your Continuing Professional Development systems are allowing staff to learn and adapt effectively?

The key to great teamwork is clear communication.

Talk to Engineers Ireland. Chances are we have a solution to your problem. And if we don’t, we’ll find someone who does!
Useful Case Studies and Templates
BeagCo employs 25 staff, with 23 engineers and technicians. Each of the company’s three directors choose to sit on the CPD committee to ensure the best possible commitment to staff development. A representative from the engineering staff and the company’s Office Manager complete the team. To manage the CPD process the committee meet monthly and meetings are minuted. CPD is also an ongoing agenda item at monthly director’s meetings and all staff are appraised regularly of developments by email and at meetings. Annually, the directors assess that company CPD systems are operating as required, bringing measurable benefits to the organisation. By attending the CPD Company of the Year awards and the annual Engineers Ireland CPD Symposium, the directors network with similarly-sized CPD Accredited organisations in their sector and learn about new thinking in CPD, which they can scale to suit their business.

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MórGnó is a large company of 360 staff, with over 150 engineers spread across its multiple locations. MórGnó operate all policies and procedures to ISO 9001 standards and have included CPD among this. To ensure that a representative CPD committee is in place the HR Manager approached the functional heads of each of the three engineering divisions as well as the company’s Quality Manager, the Finance Officer and the Training & Development Officer, who holds an appropriate HRD professional qualification and is a member of CIPD and IITD. In addition to this an engineer was assigned as CPD coordinator for each office location, and these individuals also joined the CPD committee. The committee meet on a monthly basis, with the venue rotating between office locations. Meetings are minuted and an update report delivered monthly to the company’s Board of Directors meeting by the HR Manager. Staff are appraised of changes in the CPD processes via the Training section of the staff intranet and through the company Newsletter. To reinforce this, the individual CPD coordinators are tasked with “merchandising” CPD in their locations and, importantly, to filter any feedback given to the CPD committee. Continuing Professional Development, and the actions of the CPD committee in general, is also raised at all engineering division meetings by the functional heads so that the importance of moving up the personal and professional value chain reflects the parallel strategy of moving the entire organisation up the value chain. Annually, the Quality Manager and HR Manager oversee an internal audit of CPD systems and practices to ensure that roles and responsibilities are complied with and the maximum business benefits from CPD are being leveraged by the organisation. By entering the Engineers Ireland CPD Company of the Year awards, MórGnó’s CPD committee can benchmark with the ‘best of the best’ in comparing Learning & Development initiatives among employers of engineers in their sector.

“Annually, the Quality Manager and HR Manager oversee an internal audit of CPD systems and practices.”
### Criteria 1: Basic Guidance Checklist for Internal CPD Committees

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<th>Buy in from upper Management</th>
<th>In Place</th>
<th>In Progress</th>
<th>Date completed by</th>
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<td>Strategy linked with organisational objectives</td>
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<td>Establish budget available</td>
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<td>CPD Policy documented and agreed</td>
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<td>Information on scope and accessibility of CPD opportunities freely available to all staff</td>
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<td>Processes to measure effectiveness of CPD activities established</td>
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<td>Conditions attached to certain activities</td>
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<td>Wide range of activities available – not just sending staff on external training</td>
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<td>Individual staff learning preferences identified</td>
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<td>Career development plans and processes established</td>
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<td>On-job coaching as well as Mentoring for Professional Development available for all learners</td>
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<td>CPD Committee charter agreed and regular meeting times fixed in diaries</td>
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