

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**

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.

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.

CPD 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

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

PURPOSE OF INTERNAL CPD COMMITTEE

- Act as 'the champions' of CPD, before and after an organisation achieves CPD ACCREDITED EMPLOYER status
- 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

Criteria 1: Internal CPD Committee

EVIDENCE FOR ACCREDITATION

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

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.

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

Criteria 1: Internal CPD Committee

HOW CAN YOU DO THIS?

1.1 Brings together department heads from Engineering, HR, Training, Quality and Finance.

- 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

- 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

- Ensure your CPD committee has a top management 'sponsor' who undertakes to discuss CPD at the highest level in your organisation.

THREE THOUGHTS

- 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!

Basic Guidance Checklist for Internal CPD Committees

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