



Continuing Professional Development

Continuing Professional Development (CPD) is the process of learning and development throughout a person's career in order to maintain and enhance skills and competence. It ensures that a professional remains competent to operate successfully within their field and is able to demonstrate this. It is one of the components of a successful career and enhances performance, employability and job satisfaction.

The Institute of Water is committed to ensuring that its members are actively involved in CPD and assisting them in this. At the time of Professional Review, candidates for corporate membership are assessed as having the professional competence to enable them to practise safely and effectively in their chosen field. They are also required to actively participate in CPD to ensure that they retain and develop competence and skills throughout their professional career.

There are many different ways in which a member can participate in CPD and an effective CPD plan should contain learning activities from a range of sources. The Institute believes that the quality and breadth of a member's CPD activity is more important than quantity and that the most appropriate form of CPD will be different for each member. For this reason, the Institute does not specify a minimum number of hours' participation in CPD for members, nor specify the form that CPD should take.

Active participation in CPD is also a fundamental requirement of registration with one of the professional registration bodies – the Engineering Council, The Society of the Environment and The Science Council. The Institute of Water, having been licensed to award professional registration by these bodies, must ensure that members are fulfilling the specific requirements of the relevant body.

Corporate Members of the Institute of Water shall:

- Take responsibility for their own personal development
- Actively plan and participate in a balanced programme of CPD based on needs
- Evaluate and reflect on the effectiveness of CPD
- Ensure that they meet any additional requirements of their professional registration body (as applicable)
- Maintain an up to date record of CPD
- Submit their CPD record to the Institute if requested (Annually for Chartered Scientists)
- Actively support the learning and development of others through activities such as the sharing of professional knowledge and mentoring

The Institute of Water shall:

- Actively encourage and support members in their development
- Provide and communicate opportunities for CPD
- Issue guidance and clarification on new and existing CPD requirements
- Provide tools and support for members to record and evaluate CPD
- Monitor a selection of members' CPD records to ensure compliance with CPD requirements (Annually for Chartered Scientists)
- Take action where members CPD participation falls short of the required standard
- Facilitate the sharing of knowledge and skills within the water industry