

# Continuing professional development guidance

Supporting your skill and knowledge development



# Introduction

Continuing professional development (CPD) is a way to ensure your skills and knowledge remain up to date throughout your career and that you can address the challenges facing the sector.

CPD can help you with your career development, whether you are new to the sector or have many years of experience. Spending time thinking about your career goals and planning how to achieve them will help you to make the most of any learning opportunities and progress in your career. Showing you are committed to

continually updating your skills and knowledge will also give your clients and other stakeholders confidence that you are up to date.

This guide provides advice and guidance on what is expected of you as a member of the Chartered Institution of Highways & Transportation (CIHT), how to plan, record and reflect on your CPD, and the support available from CIHT. This guide also sets out the new expectation that all CIHT members should focus some of their CPD on decarbonisation from January 2023.

CIHT defines CPD as:

**“the systematic maintenance, improvement, and broadening of knowledge, skills, and experience necessary for the execution of professional and technical duties throughout the practitioner’s working life”.**

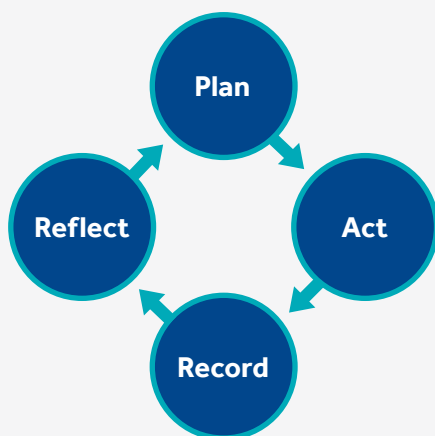
As a CIHT member you are expected to plan, record, and reflect on CPD throughout each year. CIHT audits a random sample of members each year and you should be prepared to send us your CPD record and Development Action Plan (DAP) if you are selected for audit.

## CPD requirements

Under the CIHT Code of Conduct *“Members of the Institution have a duty to acquire, and use wisely, the understanding, knowledge, and skills needed to perform their role”.*

Members should:

- ✔ **Maintain and record a structured programme of CPD to improve and update their knowledge and skills**
- ✔ **Assist the development of highways and transportation knowledge and skills in others**
- ✔ **Members are expected to meet this requirement by planning, recording, and undertaking a minimum of 25 hours of CPD each year.**



### Plan

Maintain a DAP setting out your professional development goals

### Act

Undertake at least 25 hours of CPD activity each year (January - December)

### Record

Keep a record of at least 25 hours of CPD activity each year (January - December)

### Reflect

In your CPD record, describe what you learned from each activity, and in your DAP, outline what you still need to learn.

### What is expected of CIHT members

CIHT expects all Members, except Retired Members, Honorary Fellows, and full-time students, to meet the CIHT CPD requirements. Retired Members who are professionally active – for example, if they are involved in CIHT’s governance structure (i.e. on Council, Boards, Panels, Committees or as Professional Reviewers) – are also expected to meet the CPD requirements and may be invited to submit current evidence of undertaking CPD.

There are some circumstances where you may be exempt from CPD, such as if you are on maternity, paternity, or adoption leave, or have a long period of sickness, and in such cases you should make CIHT aware of your circumstances if you are selected for audit.

CIHT members who are professionally registered through CIHT (e.g. as a Chartered Engineer, Incorporated Engineer, Engineering Technician, or Chartered Transport Planning Professional) must meet the CPD requirements in order to retain their professional registration.

CIHT expects all members to undertake CPD covering the breadth of topics needed to address the challenges facing the highways and transportation sector. This includes an expectation that you focus some of your CPD on core topics highlighted by CIHT. CIHT’s 2022+ strategy has an overarching theme of climate action which is supported by the CIHT Decarbonisation Knowledge Framework and we expect you to focus some of your CPD on decarbonisation.

### Support from CIHT

CIHT provides you with lots of opportunities for CPD including national and regional events, modules on CIHT Learn, publications, webinars, podcasts, and more. CIHT also provides you with tools to plan and record your CPD through CIHT Learn. These are easy to use

and help you to map your progress in reaching your CPD target for the year.

To support you to meet the requirement to focus some of your CPD on decarbonisation we have produced a Decarbonisation Knowledge Framework (link) that you can use to identify the areas you want to focus your CPD on.

### Development Action Plan (DAP)

The planning stage is valuable in ensuring the CPD you undertake focuses on the skills and knowledge you need to develop. We recommend that you review your DAP at least once a year or if your circumstances change (e.g. you change job).

You can use any format to keep your DAP but CIHT recommends that you use either the DAP tools in CIHT Learn or the DAP template on our website. A DAP should include a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, including some professional development goals setting out what you want to achieve, and SMART (Specific, Measurable, Achievable, Relevant, Time-based) objectives for achieving them.

- S Specific**  
What do I want to accomplish?
- M Measureable**  
How will I measure the achievement of my goal?
- A Achievable**  
What are the specific steps to reach my goal?
- R Relevant**  
How does this goal relate to my long term goals and interests?
- T Time-based**  
When do I want to complete my goal?





When you are setting your development goals you should consider any areas of learning required by CIHT or your employer. Remember that CIHT expects that one of your goals will focus on the decarbonisation of highways and transportation. What you focus on will differ depending on the type of role you do, the stage of your career, or whether you are working towards a professional qualification. CIHT's Decarbonisation Knowledge Framework ([link](#)) can be used to help you to assess your current level of skills and knowledge and identify areas for your professional development.

### CPD recording

As a CIHT member, you are required to keep and maintain a record of your CPD. This should be regularly updated, ideally immediately after completing a CPD activity. You may wish to set aside some time (10–15 minutes) each week to update your CPD record.

While CIHT does not prescribe a template for keeping your CPD record, we recommend that you use either CIHT Learn or the CPD template on our website to keep a record of your CPD. CIHT Learn makes it easy to quickly add to your record.

Your CPD record should include:

- ✔ **Details of the CPD activity you have undertaken**
- ✔ **How many hours of CPD you gained from the activity**
- ✔ **What you learned from the activity**
- ✔ **How the activity has helped you to achieve your professional development goals**

### What counts as CPD?

CPD can be a range of different activities from informal learning from colleagues to formal structured courses. It can be focused on technical knowledge or soft skills. In general, CPD is any activity that provides new knowledge or skills that help you to achieve your professional development goals or has otherwise helped you to develop as a highways and transportation professional. You are the best person to judge whether something has counted as CPD for you.

For example:

- ✔ **You asked a colleague for a briefing on their experience of using a piece of software to understand how to use it in practice.**
- ✔ **You attended a webinar on net-zero in transport**

**and learned about a range of approaches to achieve net-zero, which you can use at work.**

- ✔ **You chaired a meeting in a voluntary role, which has helped you to develop your leadership skills.**
- ✔ **These are just some examples – your CPD record will be unique to you.**

While much of your CPD will be planned to meet the goals you set in your DAP, you will also come across unexpected CPD opportunities and these can be included in your record, as long as you have learned from them.

Your CPD will be different at different stages and in different roles throughout your career. If you are new to the sector, you may be working on a lot of technical skills or preparing for professional qualifications, whereas if you are an experienced professional moving into a leadership role, your CPD may be more focused on leadership skills and strategic thinking.

The types of activities you could consider include:

- ✔ **Creating/giving presentations**
- ✔ **IT/software use**
- ✔ **Lectures, seminars, events, and exhibitions**
- ✔ **Mentoring or coaching (as a mentee/coachee or as a mentor/coach)**
- ✔ **Online learning**
- ✔ **Preparing for professional qualifications**
- ✔ **Professional institution activities (e.g. committee role, reviewer)**
- ✔ **Reading (e.g. Transportation Professional or technical articles)**
- ✔ **Research**
- ✔ **Secondments/work placements**
- ✔ **Teaching and lecturing**
- ✔ **Training courses**
- ✔ **University/college course**
- ✔ **Volunteering (e.g. as a STEM ambassador)**
- ✔ **Webinars and podcasts**
- ✔ **Work-based learning**
- ✔ **Writing and researching reports or other publications**

Note: If you are undertaking a part-time university or college course, this may form a significant proportion of your CPD hours but you should only record specific modules or activities from your course that have helped your professional development. Formal study should not be the only activity you record, as you should also be recording self-directed learning.

### How much CPD do I need to do?

You are expected to plan, undertake, and record a minimum of 25 hours of CPD each year (January – December). This works out at about half an hour a week. Even if you are working part-time or semi-retired you are expected to meet the 25-hour minimum, although the types of CPD you undertake may be different from someone in full-time work.

### How many hours should I record for a CPD activity?

You need to think about how many hours of learning you have gained from each activity. This should be recorded as half hours or hours – not as minutes or days. While we are not prescriptive you should usually not claim more than 25 hours for one CPD activity.

To work out how many hours to record you should think about how much new learning you gained from an activity rather than the time the activity took to complete.

For example, if you attended a full-day exhibition but the only new learning was a 30-minute seminar, you should record 30 minutes of learning in your CPD record.

### Reflecting on a CPD activity

Reflection helps ensure you think about what you have learned from a CPD activity and how you will use it in your role or to achieve your professional development goals. You should reflect on what you have learned from each CPD activity you undertake. Reflecting on each activity may help you to assess how many hours of learning to assign as CPD.

You could consider the following questions:

- ✔ **What have I learned from this activity?**
- ✔ **How has it helped me in my role?**
- ✔ **Has this helped me to achieve my professional development goals from my DAP?**
- ✔ **Will I do anything differently as a result of this?**

Example: *"I learned some techniques to improve my confidence when public speaking, which I will use to give a presentation to colleagues next month. This helps me to achieve my professional development goal of improving my presentation skills."*

### CPD audit

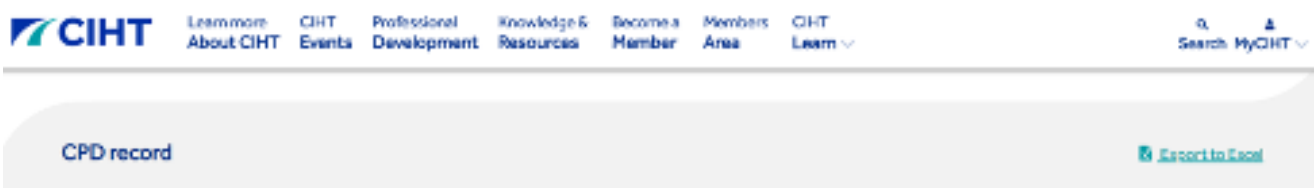
CIHT conducts an annual audit of CPD. Each year a random sample of members are selected and contacted by email asking them to submit their CPD record. If you are selected for audit, you will receive an email from CIHT titled: Action Needed – CPD Annual Review.

You will be asked to submit:

- ✔ **Your CPD record for the previous year**
- ✔ **Your current DAP**
- ✔ **Failure to comply with the CPD audit would constitute a breach of the Code of Professional Conduct**
- ✔ **Downloading your CPD record from CIHT Learn**

If you are selected for the CIHT CPD audit, you can quickly and easily download your CPD record from CIHT Learn to submit it. When logged into CIHT Learn, hover your mouse over the CIHT Learn icon on the top banner and select 'My Development Plan'. Scroll down to the bottom of the page to view your CPD record and click 'Export to Excel', as seen on the screenshot below.

The records of some of the members selected for audit will be sent for peer review by the CPD Panel. If your record is sent for peer review you will receive feedback from the Panel.



## Further information

If you have any queries about CIHT's CPD policy, please contact our education team at [education@ciht.org.uk](mailto:education@ciht.org.uk)

### About CIHT

The Chartered Institution of Highways & Transportation (CIHT) provides strategic leadership and support to help our members develop, deliver, and maintain sustainable solutions for highways, transport infrastructure, and services that:

- ✔ **Address the challenges of climate change**
- ✔ **Support the economy**
- ✔ **Help address societal inequalities**
- ✔ **Reduce environmental degradation**
- ✔ **Respond to a changing world**

We bring members together to share, learn, and feel confident about addressing these challenges through the application of good practice, by embracing innovation, and by acting with integrity. It is through this and our values that CIHT can demonstrate and deliver on thought leadership and shape the highways and transportation sector for the public benefit.

Find out more at [www.ciht.org.uk](http://www.ciht.org.uk)



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