



# IAT CPD Manual

June 2018

## Introduction

The Institute of Asphalt Technology, like many other Institutes, encourages its members to keep informed of advances within and around the industry in which they work. This serves to enhance their standing and knowledge within their profession and industry, broadening their knowledge base. The Institute has, for some time, encouraged members to take part in and record Continuing Professional Development (CPD) activities. This is required for a number of reasons.

1. Should a member wish to be considered for CEng, IEng / EngTech status the CPD record will serve as evidence to support the application. The Institute will not support any application without an audited CPD record.
2. Should any member wish to apply for a change in their status i.e. Associate to Member, Member to Fellow, they must demonstrate through their CPD record, that they have met the Institutes requirement of at least 30 hours per annum for a three-year continuous period.
3. Maintenance of a formal record serves as a permanent testimony to the members commitment to keeping up to date with technological advances in materials, techniques, systems, Information Technology, consumer requirements, quality assurance and commercial pressures to name but a few.
4. A CPD record is sometimes required by future employers as part of the staff recruitment and selection process and by current employers as part of a staff development programme.

Your CPD record should follow the general guidelines given in the appendices of this document, as a minimum.

CPD's for audit may be submitted to the Secretary of the Institute by post or email. These records should be copies, the originals being kept by the member. It should be borne in mind that when sending records electronically, the recipient must be able to access the data. Acceptable formats at present are Microsoft Word, Microsoft Excel, Adobe Acrobat or plain text files. You are also encouraged to log your CPD in your IAT Membership portal. This can integrate with other CPD systems so you do not need to enter your CPD on multiple occasions.

All copies of CPD will be returned with a summary of the auditor's findings. Should you wish to appeal against the auditor's findings, then you should submit your query in writing to Head Office who will, after discussions with the auditor, arbitrate and advise the member of the outcome of his appeal.

## **What is CPD?**

CPD has been defined by the 'CPD in Construction Group' of the Construction Industry Council as: -

*'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners working life.'*

CPD is regarded by this and many institutions involved in and associated with the construction industry, as essential to demonstrate that the value of membership and professional qualifications are maintained and enhanced.

CPD is the process of continual improvement and personal development that all professional persons should undertake to build upon the basic and advanced professional qualifications that they have attained.

CPD records should demonstrate that a member has maintained the up to date knowledge required to perform his duties at the highest professional level. It should also challenge the peripheral disciplines associated with the job description. In an ever-changing world, the importance of Health & Safety issues along with Environmental Impact cannot be overstressed when assessing the balance in CPD

The process of participating in and recording CPD demonstrates the member's commitment to maintaining professional competence.

## **The Institute's Recommendations on CPD**

Council may call upon a member's CPD record at any time for audit by the Education Committee. Conversely any member may submit their CPD record to Head Office for voluntary audit at any time. The Institute's current recommendation is that all members complete at least 30 hours of CPD a year. This should be across a varied number of activities involving technical and personal development: Attendance at branch technical evenings, seminars, conferences and workshops. Reading technical journals, updating knowledge on revised specification documents and procedures. Also, the authoring and presentation of papers at work, mentoring, new original research and team building projects, plus In-house training sessions such as using the TENS (Television Education Network), seminars, internal training courses and conferences.

CPD is the responsibility of the individual. It requires a continuous and systematic approach to personal development, which identifies the need to acquire and develop knowledge and skills in a predetermined area of expertise. CPD requires a documented plan to achieve a predetermined goal. Ad-hoc learning will enhance the planned learning and may open up other avenues of learning which may help determine future medium and long-term goals.

## **Personal Development**

It is important that you plan your CPD to match your perceived personal development. This can be done in a few simple steps.

1. Review your learning needs.
2. Identify goals, which will lead to attaining your needs. This should encompass a cross section of your main knowledge base as well as extending your needs to a wider horizon.
3. Plan a programme of events, which will lead to achieving your goals.
4. Record your learning in a structured and precise manner (See Appendix 1 for a Proforma)
5. Assess your achievements and review your needs.
6. Update your goals to be realistic and achievable. Identify your Strengths and Weakness and build upon them. Take all the opportunities that come your way and use them to your advantage. Evaluate any threats to your learning and your progression. Plan to turn them to your advantage.

In the review process you should reflect on what you have learnt and the goals that you set yourself. Has the outcome of your learning achieved your current goal? Look at the current and future demands of your job listing forthcoming projects or changes to your work area.

## **Activity Allowances**

Each activity undertaken should be evaluated in hours. The Institute recognise that differing events will yield various rewards. As a guide to time allowance's an appendix has been produced giving examples. These example times will be used when the Education Committee audits your CPD record.

Examples of suitable activities that are eligible for CPD are as follows: -

- IAT Evening Technical meetings
- Day Seminars / Conferences
- Research work into new topics
- Mentoring
- Keeping abreast of developments by reading journals and publications and updated / amended specifications
- Attending short training courses in related areas
- Use of the TENS (Television Education Network)
- Personal training videos
- Authoring of research papers
- Leading Team building projects
- Health & Safety Seminars
- Participation in relevant Environmental Projects

It should be remembered that CPD is dependant upon an individual's needs and career. The

areas of CPD knowledge will therefore vary for person to person. Some headings that may be of use may include.

- Technical Knowledge
- Health & Safety
- Environmental Issues
- Quality Assurance
- Management Skills (Commercial, Contractual, Financial, Environmental and Human Resources)
- Presentation Skills (Meetings, Public Speaking, Report Writing)

CPD may be supported, by the gaining of further formal qualifications. The value of this continued development cannot be quantified in hours or days but is valuable evidence that you are developing within your role and broadening your knowledge base.

### **Recording your CPD**

The Institute using an online system to enable you to record your CPD.

Appendix 1 gives a table of suggested allowances. The list is not exhaustive but gives a general guide to what you should record as CPD.

Appendices 2 and 3 show examples of the completed CPD record sheet and the summary of recorded CPD.

Appendix 4 shows a sample CPD certificate.

## Appendix 1 – Suggested Time Allocation Allowances

1	Evening Technical Meeting	2 Hrs
2	Day Seminar / Conference	6 Hrs
3	Short term Courses of 1 to 2 weeks maximum	6 Hrs per day
3	Research Work	The time spent actually researching the topic should be recorded. There may be parts of the project, which could be classed as your normal contractual duties. These should not be recorded
4	Mentoring	The hours spent performing Mentoring tasks along with any subsequent time spent researching background information.
5	Reading of Journals / Publications	Be realistic and specific. It is not good enough to say, reading journals for half an hour per week. Log what you have read and more importantly what you have learnt
6	Lectures to Branch Institutes and similar bodies	The preparation time for the lecture will be allowed but not the presentation or repeated presentations of the lecture. Question and answer sessions, where interaction between lecturer and audience provides debate will be allowed
7	Site visits, Exhibitions and Demonstrations	<p>Structured visits to see sites, which are of special interest, specific Trade Exhibitions and relevant practical or technical demonstrations that will enhance your knowledge and experience, will be allowed.</p> <p>However, you will need to demonstrate this as Knowledge Gained, in Appendix 5. and identify the development of future Goals.</p>
8	What is not allowed	<ul style="list-style-type: none"> <li>• Any activity contained or related to your job description and normal duties</li> <li>• Deputising for your superior during absence</li> <li>• Travelling time to and from events</li> <li>• Structured certified courses which will lead to a national or vocational qualification. These should be recorded on the CET section of the record and will be taken into account if the CPD hours are reduced due to full / part time studies.</li> </ul>

## Appendix 2 - Example Record Sheet for CPD

CPD

www.iat.org/member/cpd\_view.php?id=2449&CPD\_id=303&m=0

IAT Membership Portal

✓ **Russell Hunter** FIAT Member No.: 0

**CPD Entry**

**Date** 19 April 2016

**CPD Type** Training Course

**Details** Pavements: From design to construction

**Knowledge** Comprehensive education covering many aspects of how to design Pa

**Hours** 6.00

Update Record

## Appendix 3 - Example CPD Summary

CPD | IAT

www.instituteofasphalt.org/member/cpd.php?m=0&c=18495

IAT Membership Portal

✓ **Russell Hunter** FIAT Member No.: 0

**Your CPD entries**

CPD Report (this year) CPD Report (12 months) CPD Report (all time)

Date	Details	Type	Hours			
18/04/16	Future of Bitumen	Technical Evening	01:30	View	Edit	X
19/04/16	Pavements: From design to construction	Training Course	06:00	View	Edit	X
Total:			07:30			

**Appendix 4 – Example CPD certificate**



**THE INSTITUTE OF  
ASPHALT TECHNOLOGY**

**Founded in 1966**

to educate and seek to improve, extend and elevate the technology and general knowledge of persons concerned with asphalt technology

This is to certify that

**Russell Hunter**

attended the IAT Scottish Branch Technical Event

**'Warm Mix Asphalts'**

by Bob Allen, Aggregate Industries

6 October 2015

Held at The Westerwood Hotel, 1 St Andrews Drive, Cumbernauld

Signed

**Geraldine Walsh**

IAT President

This technical event represents 2 hours CPD and was organised by the Scottish Branch of the IAT

**The Institute of Asphalt Technology**

www.instituteofasphalt.org | PO BOX 15690, Bathgate, EH48 9BT

Registered in England No. 1526867. Incorporated in 1980 as a company limited by guarantee and not having a share capital. Registered office: 5 Sandringham Close, Rushden NN10 9ER



**Appendix 5 – Add CPD online**

The screenshot shows a web browser window with the URL `www.iat.org/member/cpd_view.php?id=2449&CPD_id=303&m=0`. The page title is "IAT Membership Portal". The user is identified as "Russell Hunter FIAT" with a green checkmark icon and "Member No.: 0".

The "CPD Entry" form contains the following fields:

- Date:** 19 April 2016
- CPD Type:** Training Course
- Details:** Pavements: From design to construction
- Knowledge:** Comprehensive education covering many aspects of how to design Pa
- Hours:** 6.00