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Continuing Professional Development

through the
**Institute
of Water**



Institute of Water – enabling CPD

CPD is one of the components of a successful career. It is a process through which you as an individual can enhance your skills, making sure your professional abilities are always to a high standard and fit for purpose.

Changes in the workforce and technological upgrades have led the requirement for our skills to continually develop in order to strengthen our professional appeal.

By maintaining and indeed improving our skills we can master the continual issues and challenges that affect our daily professional lives.

How can CPD help you achieve this?

CPD can:

- Provide you with stronger employability skills which will provide more promotional opportunities and career advancement
- Boost confidence and credibility amongst your peers
- Prolong employment by illustrating your professional competence
- Broaden your knowledge and skills and develop a stronger capacity to deal with the challenges in your professional life
- Give you higher earnings potential
- Help you to attain or retain a professional qualification through the Institute of Water

What counts as CPD?

- Attending Institute of Water conferences, seminars and events
- On the job learning
- Academic studies
- Volunteering on an Institute of Water Area Committee
- Writing papers and articles for the Institute of Water Journal, website and any other relevant publications
- Occasional lecturing and speaking at relevant events
- Distance learning
- Assisting and supporting others

How do I record my CPD?

The initial step is to create a plan which will act as a guide and benchmark for your achievements. This plan also acts as a backdrop for performance reviews with your line manager. A plan will provide you with focus in achieving your goals and help outline the processes involved. A course you attended may have provided you with some awareness of a new subject area, yet not to the level to where it will boost your ability on a day to day basis. CPD provides that ideology of what you need to do to complement that initial learning step.

Learning gaps can then be easily filled with on the job training or even enlisting the expertise of an Institute of Water mentor who will be equipped to offer you support and guidance on areas suited to you.

How should I record my CPD?

There is no set way of recording your CPD; however it needs to be more than a list of activities. It should:

- Identify and prioritise development needs and opportunities
- Set goals and target dates
- Record learning outcomes
- Evaluate achievements and review against needs

If you require more information on the recording of CPD then our website is readily equipped to help members learn more on the management of their CPD. To find out more: www.instituteofwater.org.uk/membership/ProfessionalDevelopment.php

We don't set a minimum requirement for CPD. Instead our focus is on your learning outcomes and ability in planning your future engagement, with the emphasis on continuous learning.

EVALUATION

- Where am I now?
- What are my strengths and weaknesses?
- How do my needs compare with those of my employer?

RECORDING

- Planned versus actual
- Include unplanned opportunities
- Learning outcomes
- Contribution to goals

PLANNING

- Where do I want to be and when?
- Include short, medium and long term goals
- What do I need to do to get there?

How does the Institute of Water monitor Professional Development?

Corporate Members have an obligation to maintain and develop their professional competence throughout their career and are required to produce evidence of professional development as part of the Professional Review process.

Each year a small sample of members are asked to provide evidence of continuing professional development which is used to help us develop best practice and to provide feedback to members. The best submissions are entered for the Annual CPD Award.

Most Institute of Water National and Area events are opportunities for professional development.

If you aren't already committed to CPD please go to the Institute of Water website and discover more about CPD today.

Why is CPD important?

'For me CPD has always been about being aware of my strengths and weaknesses in both skills and experience. By then thinking about what I have wanted to achieve next I have planned to develop those strengths and weaknesses so that I could move forward and achieve that next goal.

Many people consider CPD to be formal and time-consuming. Whilst it can be just that, I think you can gain just as much through gaining feedback informally from friends and colleagues. That feedback in itself can provide you with a great foundation to go on and develop yourself professionally.'

Simon Cyhanko, Distribution Operations Controller, Northumbrian Water

'Anybody wishing to carve out a successful career in the water industry should understand the need for and be committed to continuous learning, reflection and development and apply the principles of CPD in their everyday activities'

Ian Limb, Personnel and Safety Manager, Portsmouth Water

'The water industry has to face up to a number of challenges, not least of which is the latest regulatory determination.

What will not change is the need for the industry to be able to demonstrate a competent and capable workforce, one which is not only able to cope with the current day demands but also responsive to the needs of tomorrow.

There are two parts to this: the first is how an organisation develops to optimise the opportunities that lie ahead and the second is how an individual responds to the changing needs of their job and careers.

The obvious and essential answer is a well thought out CPD programme which will provide the individual with the tools and capability to fuel their career development.

The Institute of Water provides that assurance that CPD is taken seriously by its members and presents the employer with a forward-looking individual who takes their competence and capability seriously enough to make their own specific investment.'

Tim Balcon, Chief Executive Energy and Utility Skills

