



# ILP CPD Policy

## Continuing Professional Development

Continuing Professional Development (CPD) is 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 an individual's working life. Undertaking CPD is a commitment to enhancing skills and capability throughout a professional career.

## Mandatory Recording of CPD

In line with Engineering Council (EngC) policy, from January 2019, ILP members with Engineering Council registration, who are professionally active, are required to maintain records of their CPD activities. These records must be produced for audit by the ILP upon request. Any member receiving a request and not complying, may be sanctioned and may lose both EngC registration and ILP membership.

## Consequences of Non-Compliance

- A deadline of three months will be given to submit CPD records.
- After the deadline, non-compliant members will be reminded of their obligation and given a further three months in which to submit their CPD.
- If they do not comply, their name and membership number will be reported to the ILP's Membership Committee. The member will be informed of this and given a further month in which to submit their CPD.
- If the member still does not submit a CPD record, they will be reported to the Membership Committee; removed from membership of the Institution and suspended from the EngC register.

**Please note** that members will be given the opportunity to explain why they have been unable to comply. It is only where a member does not engage at all, or provides an unsatisfactory explanation for their lack of CPD that they will become subject to the non-compliance procedure.