

CIBSE CPD Audit

How to submit your CPD for audit

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1. Introduction

If you have been selected for CIBSE’s annual CPD audit, you will be required to submit a report of your CPD through CIBSE’s professional development portal, **mycareerpath**.

A reminder of CIBSE’s minimum CPD requirements for members:

- Take ownership of their learning and development needs
- Undertake a variety of development activities
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities
 - Reflect on at least two CPD activities per year, and
 - Reflect on any activity over five-hours long
- Evaluate their CPD activities against objectives
- Review and update their professional development plan
- Support the learning and development of others

1.1. What is mycareerpath?

mycareerpath is an online portal used to plan, record and reflect on your professional development. The portal is developed and managed by the Engineering Council and is licensed to Professional Engineering Institutions for use by their members.

The **mycareerpath** portal has two predominant uses:

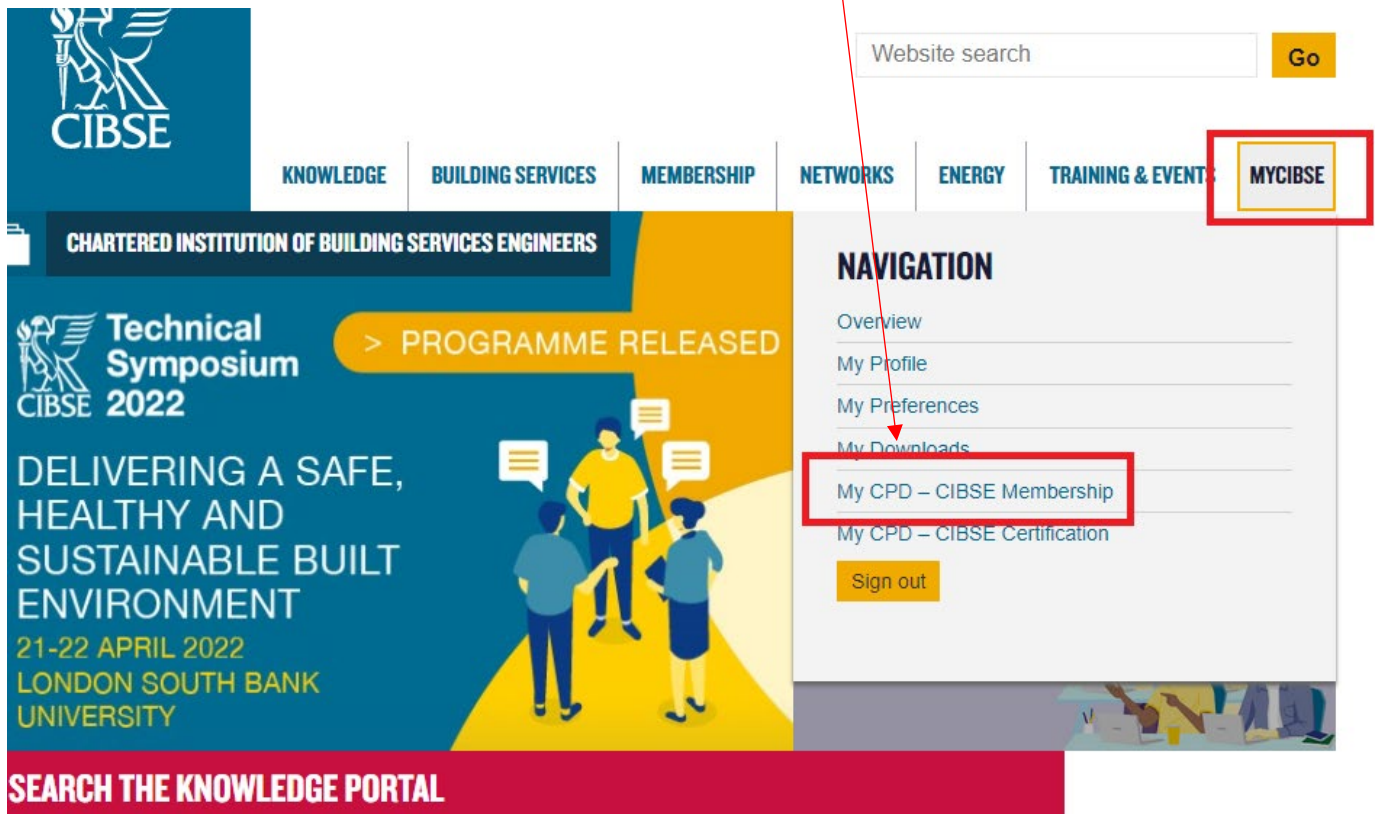
1. To plan, record and reflect on CPD and submit for audit
2. To create personalised development plans, detailing how you can demonstrate the competences for Engineering Council registration at Engineering Technician, Incorporated Engineer or Chartered Engineer level.

This guidance specifically covers how to plan, record and reflect your CPD for CIBSE's annual CPD audit.

1.2. Accessing mycareerpath

Your **mycareerpath** profile is associated with your existing 'MyCIBSE' login.

To access the portal, login to your [MyCIBSE profile](#) and click on 'My CPD – CIBSE Membership'.



The screenshot shows the CIBSE website interface. At the top left is the CIBSE logo. Below it is a navigation bar with links for KNOWLEDGE, BUILDING SERVICES, MEMBERSHIP, NETWORKS, ENERGY, TRAINING & EVENTS, and MYCIBSE (highlighted with a red box). A search bar with 'Website search' and a 'Go' button is located at the top right. Below the navigation bar is a banner for the 'Technical Symposium CIBSE 2022' with the text 'DELIVERING A SAFE, HEALTHY AND SUSTAINABLE BUILT ENVIRONMENT' and '21-22 APRIL 2022 LONDON SOUTH BANK UNIVERSITY'. A 'PROGRAMME RELEASED' button is also visible. On the right side, there is a 'NAVIGATION' menu with options: Overview, My Profile, My Preferences, My Downloads, My CPD – CIBSE Membership (highlighted with a red box), My CPD – CIBSE Certification, and Sign out. A red arrow points from the 'MYCIBSE' link in the navigation bar to the 'My CPD – CIBSE Membership' option in the navigation menu. At the bottom, there is a red bar with the text 'SEARCH THE KNOWLEDGE PORTAL'.

On your first access, you will be prompted to create a new account. **Click 'Create Account'**.



New mycareerpath registration

If you have not used mycareerpath before and would like to create an account, please click the Create Account button.

If you have an existing mycareerpath account and would like to associate it with your institution's member's area for automatic login, please contact for assistance in enabling pass-through authentication.

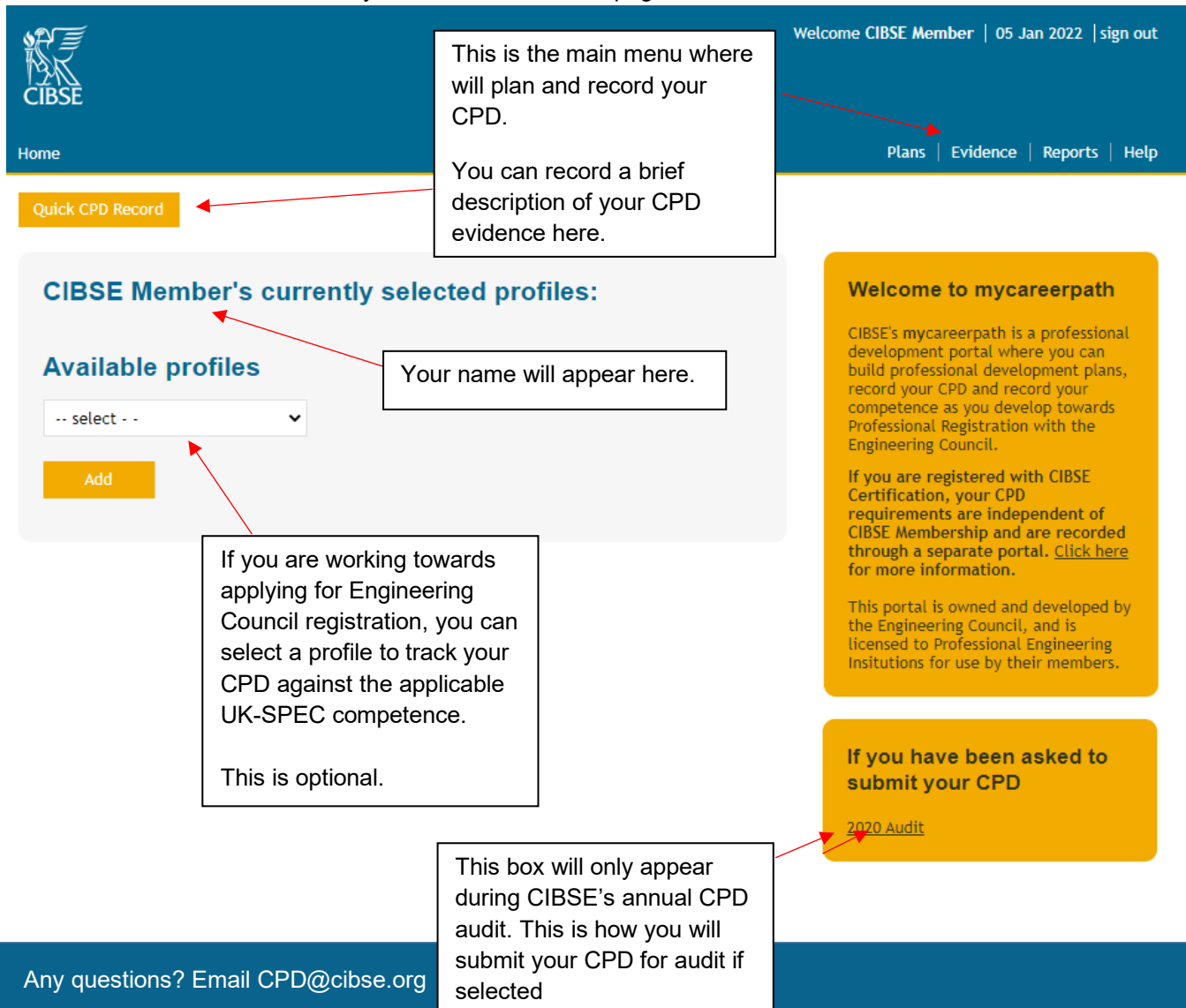
[Create Account](#)

You'll then be prompted to read and agree to a Privacy Notice. **This step will only need to be completed once.** If you're satisfied with the Privacy Notice, **tick 'I have read and agree to the terms of this Privacy Notice'** and click **'Done'**.

1.3. Your mycareerpath homepage

Once logged in, you will be directed to your **mycareerpath** homepage.

Below is a brief overview of the key elements of the home page.



Welcome CIBSE Member | 05 Jan 2022 | sign out

Home | [Plans](#) | [Evidence](#) | [Reports](#) | [Help](#)

[Quick CPD Record](#)

CIBSE Member's currently selected profiles:

Available profiles

-- select --

[Add](#)

Welcome to mycareerpath

CIBSE's mycareerpath is a professional development portal where you can build professional development plans, record your CPD and record your competence as you develop towards Professional Registration with the Engineering Council.

If you are registered with CIBSE Certification, your CPD requirements are independent of CIBSE Membership and are recorded through a separate portal. [Click here](#) for more information.

This portal is owned and developed by the Engineering Council, and is licensed to Professional Engineering Institutions for use by their members.

If you have been asked to submit your CPD

[2020 Audit](#)

Callout boxes:

- This is the main menu where you will plan and record your CPD.
- You can record a brief description of your CPD evidence here.
- Your name will appear here.
- If you are working towards applying for Engineering Council registration, you can select a profile to track your CPD against the applicable UK-SPEC competence. This is optional.
- This box will only appear during CIBSE's annual CPD audit. This is how you will submit your CPD for audit if selected.

2. Submitting your CPD for audit

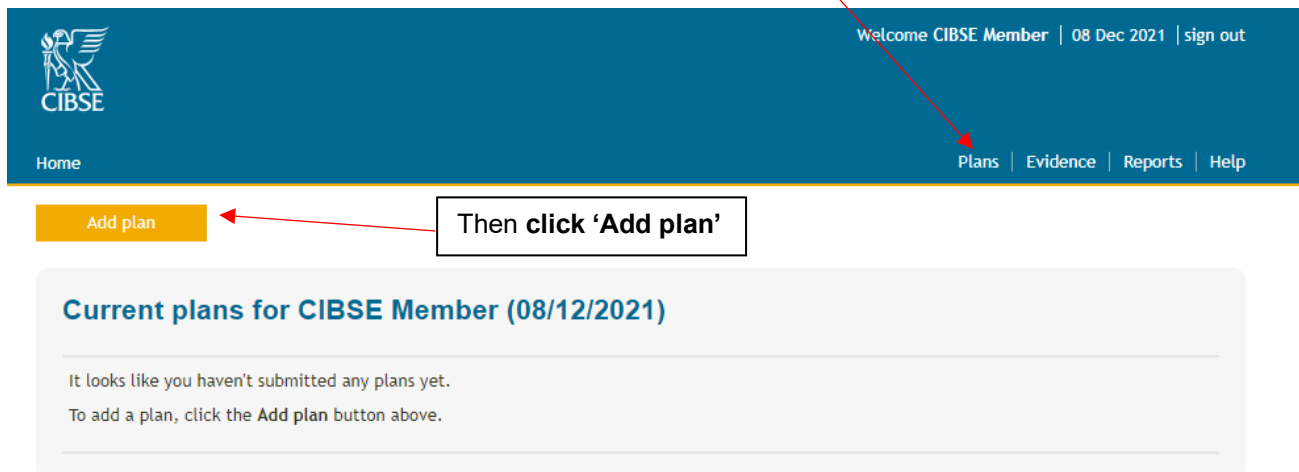
To participate in the audit, you must **submit a report of your CPD plans and evidence** for the preceding calendar year.

To prepare your report, complete the following steps:

1. Record your professional development **plan(s)**
2. Record your CPD **evidence**
3. Prepare a CPD **report**
4. **Submit** your CPD report to audit

2.1 Record your professional development plans

To create a professional development plan, **click 'Plans'** from the main menu.



The screenshot shows the CIBSE member dashboard. At the top, there is a blue header with the CIBSE logo on the left, the text "Welcome CIBSE Member | 08 Dec 2021 | sign out" in the center, and a navigation menu on the right with items "Plans", "Evidence", "Reports", and "Help". Below the header, there is a yellow "Add plan" button. A red arrow points from the "Plans" menu item to the "Add plan" button. Another red arrow points from a text box containing "Then click 'Add plan'" to the "Add plan" button. Below the button, there is a white box with the heading "Current plans for CIBSE Member (08/12/2021)" and the text "It looks like you haven't submitted any plans yet. To add a plan, click the Add plan button above."

Give your plan a title and enter your objectives. You will need to enter a start and end date.

Action plan wizard

Name: CIBSE Member

Title: CIBSE's Heat Networks Code of Practice (CP1) *

Objectives: Learn about the current challenges for heat network design
Discover how the code should be used, and the key goals running through the document
Be able to apply the code to different types of heat networks *

Start date: 01/01/2022 *

End date: 01/05/2022 *

select a profile:
CPD

Enter in your title, objective and start/end date of this plan.

Select 'CPD' as the profile.

Save your plan

Save your completed plan by clicking the save button below.

Save Cancel

Click 'Save' when complete.

Once saved, **repeat this process for each objective.**

A list of your plans will be displayed as below.

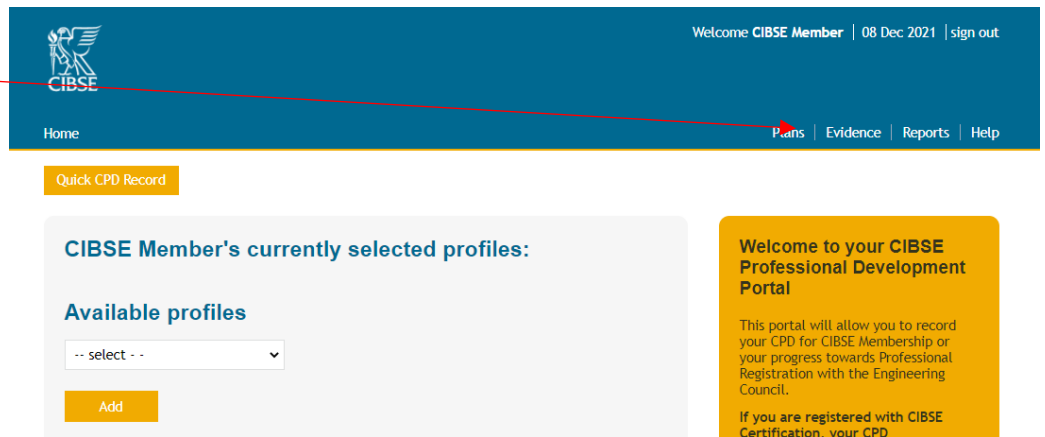
Current plans for CIBSE Member (05/01/2022)

Title	Profile	Start Date	Completion Date	Created on	
Learn more about low and zero carbon energy technologies	CPD	01 Jan 2022	01 Oct 2022	05 Jan 2022	  PDF
CIBSE's Heat Networks Code of Practice (CP1)	CPD	01 Jan 2022	01 May 2022	05 Jan 2022	  PDF
CEng MCIBSE	CEng (2020)	01 Oct 2020	31 Jan 2023	05 Jan 2022	  PDF

Your plans will display alongside your CPD evidence when you complete your report. Guidance on reports can be found in [Section 2.3 'Generating a Report' on page 9](#).

2.2 Record your CPD activities

To record your CPD, click **'Evidence'** in the top menu



Welcome CIBSE Member | 08 Dec 2021 | sign out

Home Plans Evidence Reports Help

Quick CPD Record

CIBSE Member's currently selected profiles:

Available profiles

-- select --

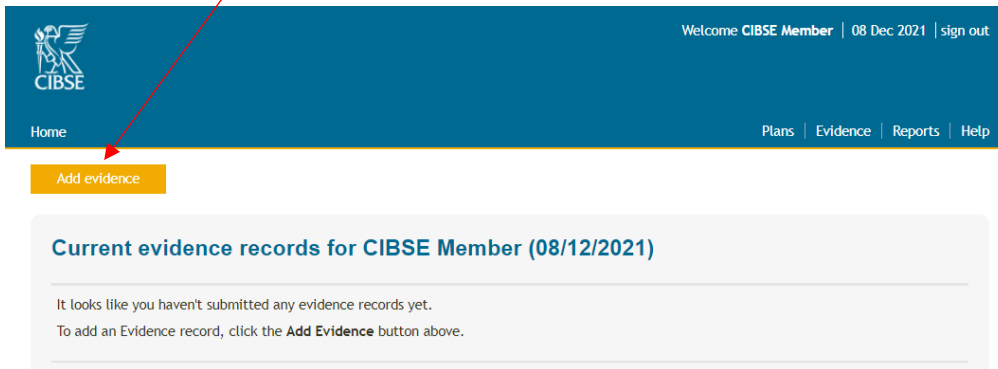
Add

Welcome to your CIBSE Professional Development Portal

This portal will allow you to record your CPD for CIBSE Membership or your progress towards Professional Registration with the Engineering Council.

If you are registered with CIBSE Certification, your CPD

Then select **'Add evidence'**



Welcome CIBSE Member | 08 Dec 2021 | sign out

Home Plans Evidence Reports Help

Add evidence

Current evidence records for CIBSE Member (08/12/2021)

It looks like you haven't submitted any evidence records yet.
To add an Evidence record, click the Add Evidence button above.

The following 'Evidence wizard' will appear.

Complete the fields with information related to your specific CPD activity.

All fields with a red asterisk are compulsory for each CPD activity.

Evidence wizard

Name CIBSE Member

CPD activity title



Category



Structured

Number of hours



Description of CPD activity



What did I learn from this activity?



How will I apply this learning to my work?



How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?



Start date

End date

select a profile:

CPD

Click on the 'i' button for further information about each field

There are three fields without a red asterisk, these are:

- What did I learn from this activity?
- How will I apply this learning to my work?
- How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?

Members must **complete these for at least two CPD activities per year, and any activity over five-hours long**. This is a requirement for all CIBSE corporate members, more information can be found on our website at www.cibse.org/cpd.

Select 'CPD' from the profile drop-down box.

You can upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files) or add web links (e.g., a webpage showing you giving a presentation). **This is optional.**

Any supporting documents will remain attached to the evidence and any reports created using it. Web links should be in the format <http://www.website.com>.

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

Files must be given a title for it to successfully upload.

Upload supporting documents

This section is optional and can be used to upload files to support your Evidence.

You can upload files from your computer, or submit a link to another website where the document is stored. You must give uploaded files a title. Maximum file size is 25Mb.

file title / website address

file to upload: No file chosen

You must give any uploaded documents a title.


Click 'Upload' to save.

Once you have entered in all the details for the CPD evidence, click 'Save'.

Save your evidence



You can save your completed evidence record now.

Your CPD activity will now be stored on your list of 'Evidence'. **Repeat this process to add more evidence.**

Welcome CIBSE Member | 08 Dec 2021 | sign out

[Home](#) [Plans](#) | [Evidence](#) | [Reports](#) | [Help](#)

Current evidence records for CIBSE Member (08/12/2021)

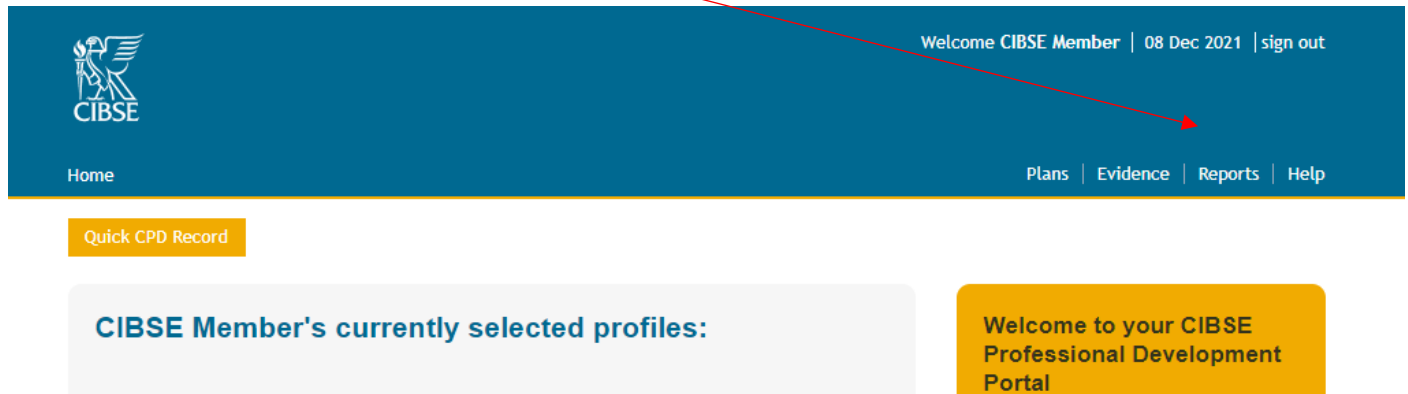
Title	Profile	Start Date	Completion Date	Created on	
Membership briefing	CPD	01 Nov 2021	01 Nov 2021	08 Dec 2021	
CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology	CPD	10 Oct 2021	10 Oct 2021	08 Dec 2021	

2.3 Generating a report

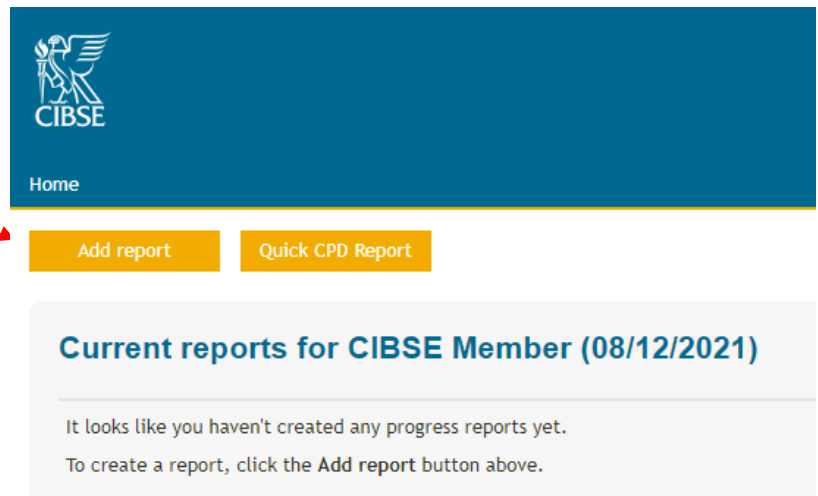
Reports are used to gather plans and evidence over a specified period of time. This step must only be completed once you have recorded plans and evidence. Guidance on recording plans and evidence can be found in [section 2.1 on page 4](#) and [section 2.2 on page 6](#).

For audit purposes, you are required to **submit a report of your CPD activities** in the preceding calendar year.

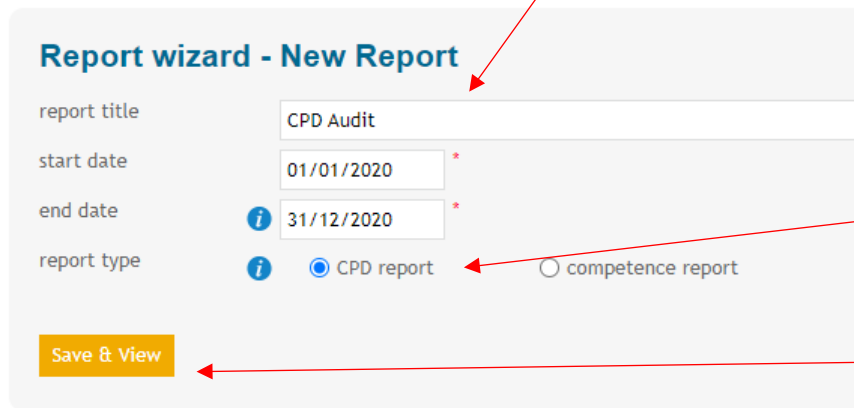
To generate a CPD report, **click 'Reports'** in the menu.



Then click **Add report**.



On the resulting Report Wizard page, give your new report a **title** and enter a **start date** and an **end date** for the period you want the report to cover. **For audit purposes, this will be the beginning and end date of the preceding calendar year.**



Make sure you **select 'CPD Report'** as your report type

Click **'Save & View'** when complete.

A report will be generated displaying all CPD plans and evidence recorded during your nominated time period.

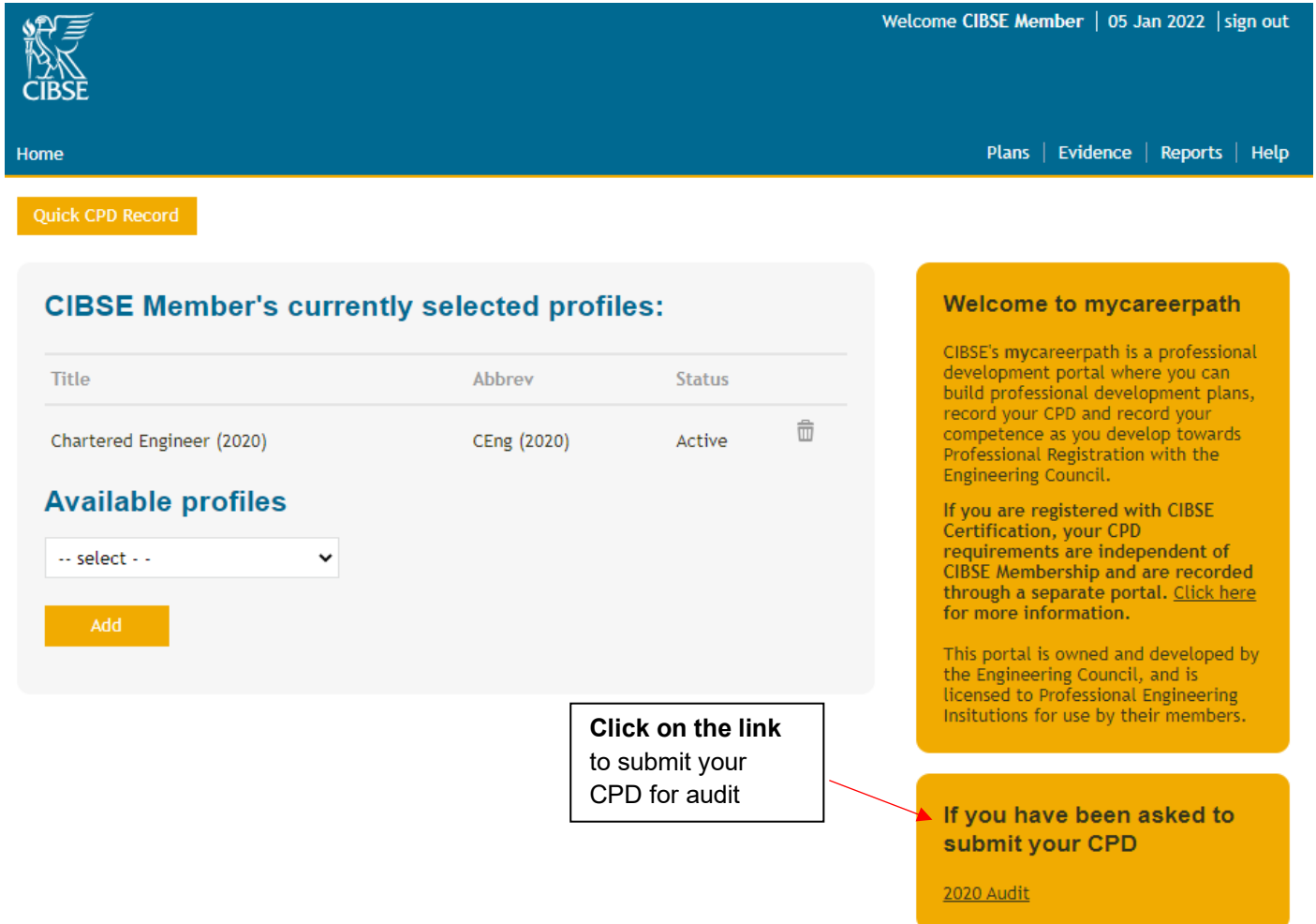
At this point you can share your report with a colleague or mentor for review. This is optional. To do this, enter in the email address in the box below and click 'Save & Review'.

If you have been selected for audit you do not need to share your report here.

Alternatively, you can generate a 'quick' CPD report from the 'Reports' landing page, which assembles data from the 12 months immediately preceding the current date. This may not be suitable for the CPD Audit as it may not cover the full 12 months of the preceding calendar year.


2.4 How to submit your CPD report for audit

From the homepage, click on the link to submit your CPD report for audit.



The screenshot shows the CIBSE mycareerpath website. At the top, there is a navigation bar with the CIBSE logo, the text "Welcome CIBSE Member | 05 Jan 2022 | sign out", and a menu with "Home", "Plans", "Evidence", "Reports", and "Help". Below the navigation bar is a yellow button labeled "Quick CPD Record".

The main content area is divided into two columns. The left column is titled "CIBSE Member's currently selected profiles:" and contains a table with the following data:

Title	Abbrev	Status	
Chartered Engineer (2020)	CEng (2020)	Active	

Below the table is a section titled "Available profiles" with a dropdown menu showing "-- select - -" and a yellow "Add" button.

The right column is a yellow box titled "Welcome to mycareerpath" containing text about the portal and a link to "2020 Audit".

A callout box with a red arrow points to the "2020 Audit" link, containing the text: "Click on the link to submit your CPD for audit".

You will be directed to the following page where you can upload your CPD Report.

You must have already generated your CPD report for the audit period. Guidance on reports can be found in [Section 2.3 'Generating a Report' on page 9](#).

Submit to CPD Audit 2021

[Click here to download guidance on how to submit your CPD for audit.](#)

By submitting to this audit you are confirming that you have met the minimum CPD requirements.

This involves:

- Recording your CPD activities
- Reflecting on what you have learned or achieved through your CPD activities
 - Reflecting on at least two CPD activities per year
 - Reflecting on any CPD activity over five-hours long
- Evaluating your CPD activities against objectives
- Reviewing and updating your professional development plan

More information can be found at www.cibse.org/cpd.

Please ensure the user details below are correct before submitting. You will be notified of any feedback on your submission by email at the address shown below.

[Click here to amend your details](#)

Name	CIBSE Member
Email Address	engineer@mailinator.com
Member Number	1234 *
EngC Registrant Number	1234
Company	CIBSE

Your personal information will automatically appear here.

This information will not be shared with CIBSE's CPD Assessors; your records will be anonymous.

Submit mycareerpath report:

Select a report

-- Select Report --

Select the CPD report you generated in the previous steps.

Click 'Submit'.

Submit

Cancel

Once submitted the following message will appear:

Thank you

Your submission was successful. You will receive an email when feedback is added to your submission.

Close

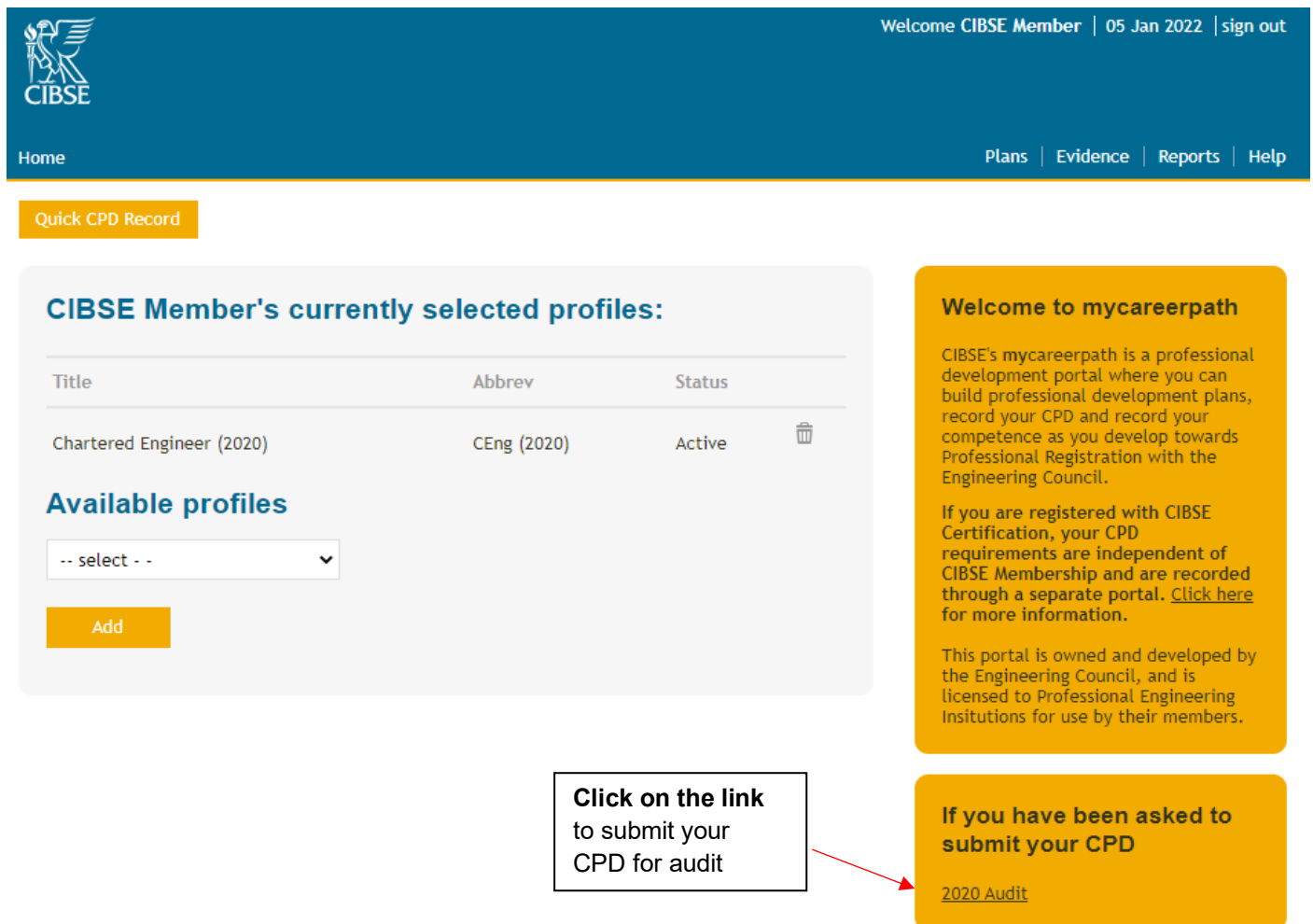
CIBSE will be notified once your report is submitted and it will be shared with our CPD Assessors for review.

2.5 Submitting external CPD records for audit


If you maintain an external record of your CPD – i.e., via your employer or through another professional body – this can also be submitted via **mycareerpath** for audit.

Please note that this evidence must also meet CIBSE’s CPD requirements, where you must reflect on at least two activities and any activity over five hours long. Further information can be found on our [website](#).

To do so, click on the audit link in the box at the bottom of the portal’s home page.



The screenshot shows the CIBSE mycareerpath portal. At the top left is the CIBSE logo. At the top right, it says "Welcome CIBSE Member | 05 Jan 2022 | sign out". Below this is a navigation bar with "Home", "Plans", "Evidence", "Reports", and "Help". A yellow button labeled "Quick CPD Record" is visible. The main content area is divided into two sections. The left section, titled "CIBSE Member's currently selected profiles:", contains a table with the following data:

Title	Abbrev	Status	
Chartered Engineer (2020)	CEng (2020)	Active	

Below the table is a section titled "Available profiles" with a dropdown menu showing "-- select - -" and an "Add" button. The right section, titled "Welcome to mycareerpath", contains text explaining the portal's purpose and a link "Click here" for more information. At the bottom right, a yellow box contains the text "If you have been asked to submit your CPD" and a link "2020 Audit". A red arrow points from a callout box to this link. The callout box contains the text "Click on the link to submit your CPD for audit".

Please ensure the user details below are correct before submitting. You will be notified of any feedback on your submission by email at the address shown below.

[Click here to amend your details](#)

Name	CIBSE Member
Email Address	engineer@mailinator.com
Member Number	1234 *
EngC Registrant Number	1234
Company	CIBSE

Submit mycareerpath report:

Select a report

CPD Audit 2021 ▾
-- Select Report --
CPD Audit 2021
Submit external record (below)

Submit

Cancel

Select 'Submit external record' from the drop-down box

The below will appear. Click 'Choose files' to upload your external CPD records.

Submit external record

This section can be used to submit an external CPD record. Most common document formats are accepted. You can upload files from your computer, or submit a link to another website where the CPD record is stored.

file to upload:

Choose files

No file chosen



Submit

Cancel

Click 'Submit' when complete.

Once submitted the following message will appear:

Thank you

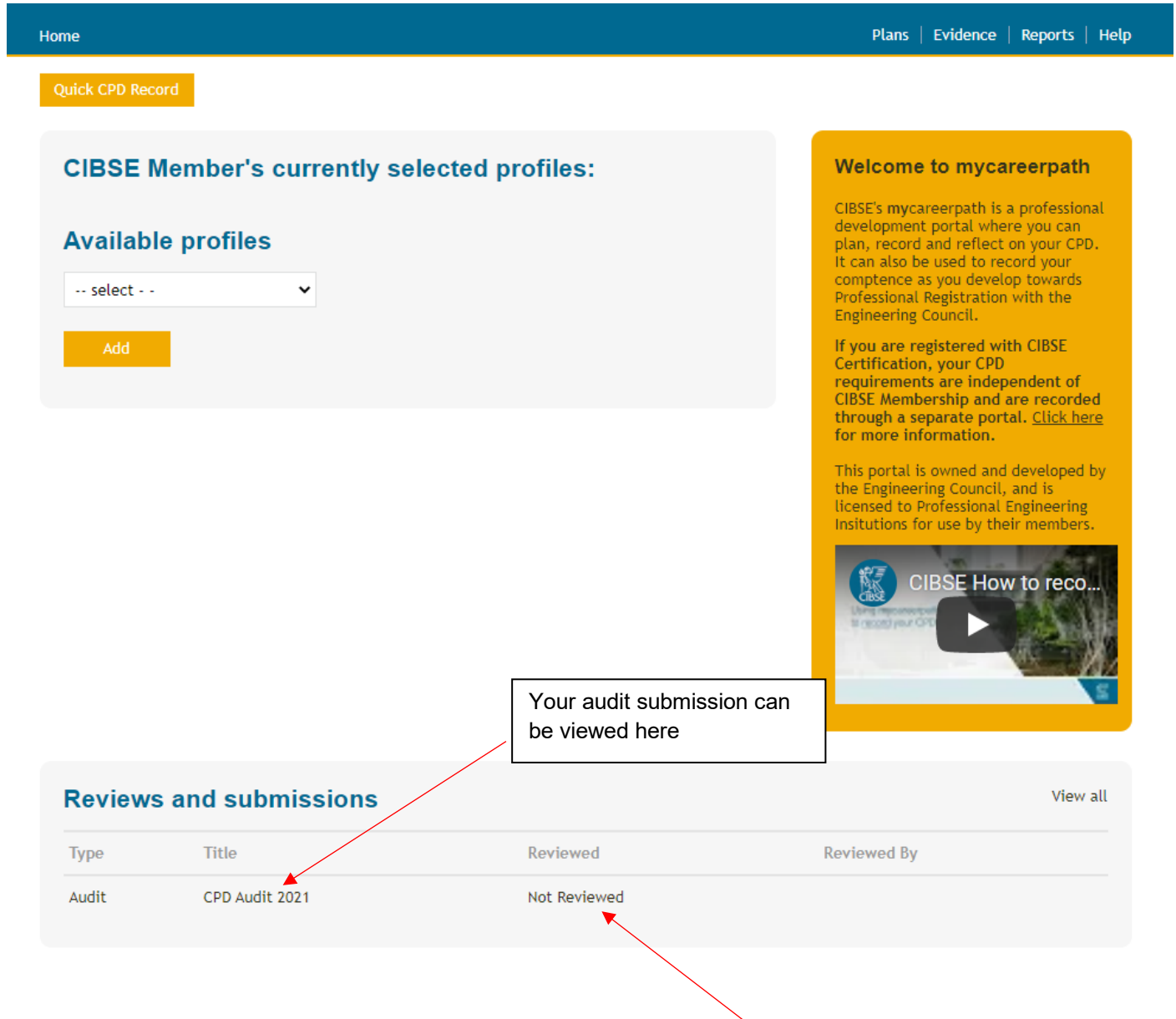
Your submission was successful. You will receive an email when feedback is added to your submission.

Close

CIBSE will be notified once your CPD report is submitted, and it will be shared with our CPD Assessors for review.

2.6 Receiving feedback

Your CPD will be assessed by CIBSE's trained CPD Assessors. At any time, you can view your submission from the homepage.



The screenshot shows the CIBSE mycareerpath interface. At the top, there is a navigation bar with 'Home', 'Plans', 'Evidence', 'Reports', and 'Help'. Below this is a 'Quick CPD Record' button. The main content area is divided into two columns. The left column, titled 'CIBSE Member's currently selected profiles:', contains a section for 'Available profiles' with a dropdown menu showing '-- select --' and an 'Add' button. The right column, titled 'Welcome to mycareerpath', contains introductory text about the portal and a video thumbnail titled 'CIBSE How to reco...'. Below these is a 'Reviews and submissions' section with a 'View all' link. This section contains a table with the following data:

Type	Title	Reviewed	Reviewed By
Audit	CPD Audit 2021	Not Reviewed	

A callout box with the text 'Your audit submission can be viewed here' has two red arrows pointing to the 'Title' and 'Reviewed' columns of the table.

You will be notified via email once your CPD has been assessed and the status will update accordingly. Clicking on the link will display your feedback.

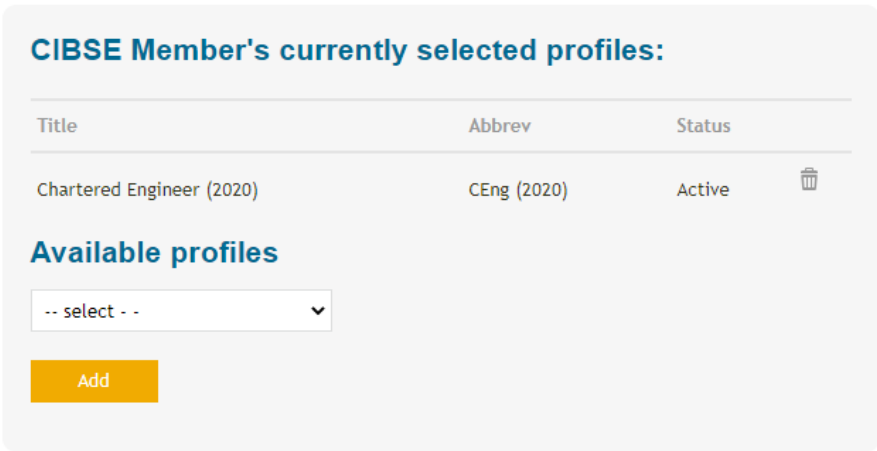
3. Help

Guidance on how to use **mycareerpath**, including this document, can be accessed from any page under 'Help' or on our website at www.cibse.org/cpd.




The screenshot shows the top navigation bar of the CIBSE website. On the left is the CIBSE logo. On the right, it says "Welcome CIBSE Member | 08 Dec 2021 | sign out". Below this, there are navigation links: "Home", "Plans", "Evidence", "Reports", and "Help". A red arrow points from the word "Help" in the text above to the "Help" link in the navigation bar.

Quick CPD Record



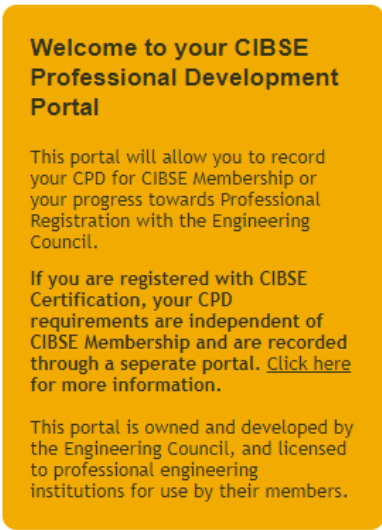
This section shows a table of currently selected profiles. Below the table is a section for available profiles with a dropdown menu and an "Add" button.

Title	Abbrev	Status	
Chartered Engineer (2020)	CEng (2020)	Active	

Available profiles

-- select --

Add

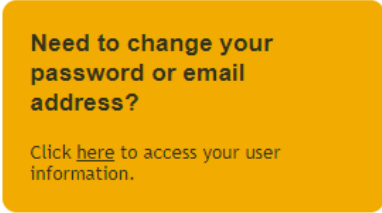


Welcome to your CIBSE Professional Development Portal

This portal will allow you to record your CPD for CIBSE Membership or your progress towards Professional Registration with the Engineering Council.

If you are registered with CIBSE Certification, your CPD requirements are independent of CIBSE Membership and are recorded through a separate portal. [Click here](#) for more information.

This portal is owned and developed by the Engineering Council, and licensed to professional engineering institutions for use by their members.



Need to change your password or email address?

Click [here](#) to access your user information.

For any questions, please email CPD@cibse.org