

# CIBSE mycareerpath user guide

How to plan, record and reflect on your CPD

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# 1. What is mycareerpath?

**mycareerpath** is an online tool used to plan, evidence and report on your professional development. The tool 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
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.

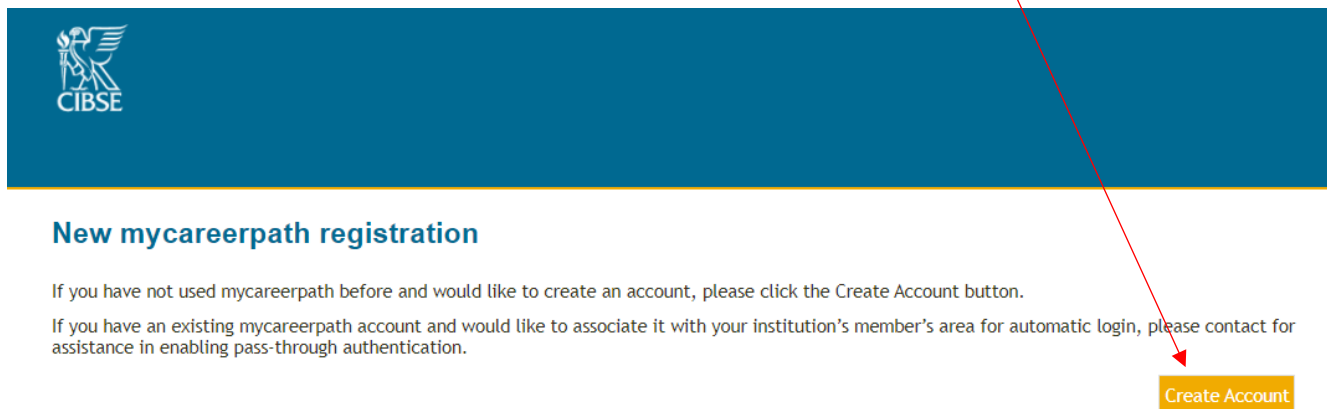
**This guidance specifically covers how to plan, record and reflect your CPD.**

## 1.1. 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'.

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

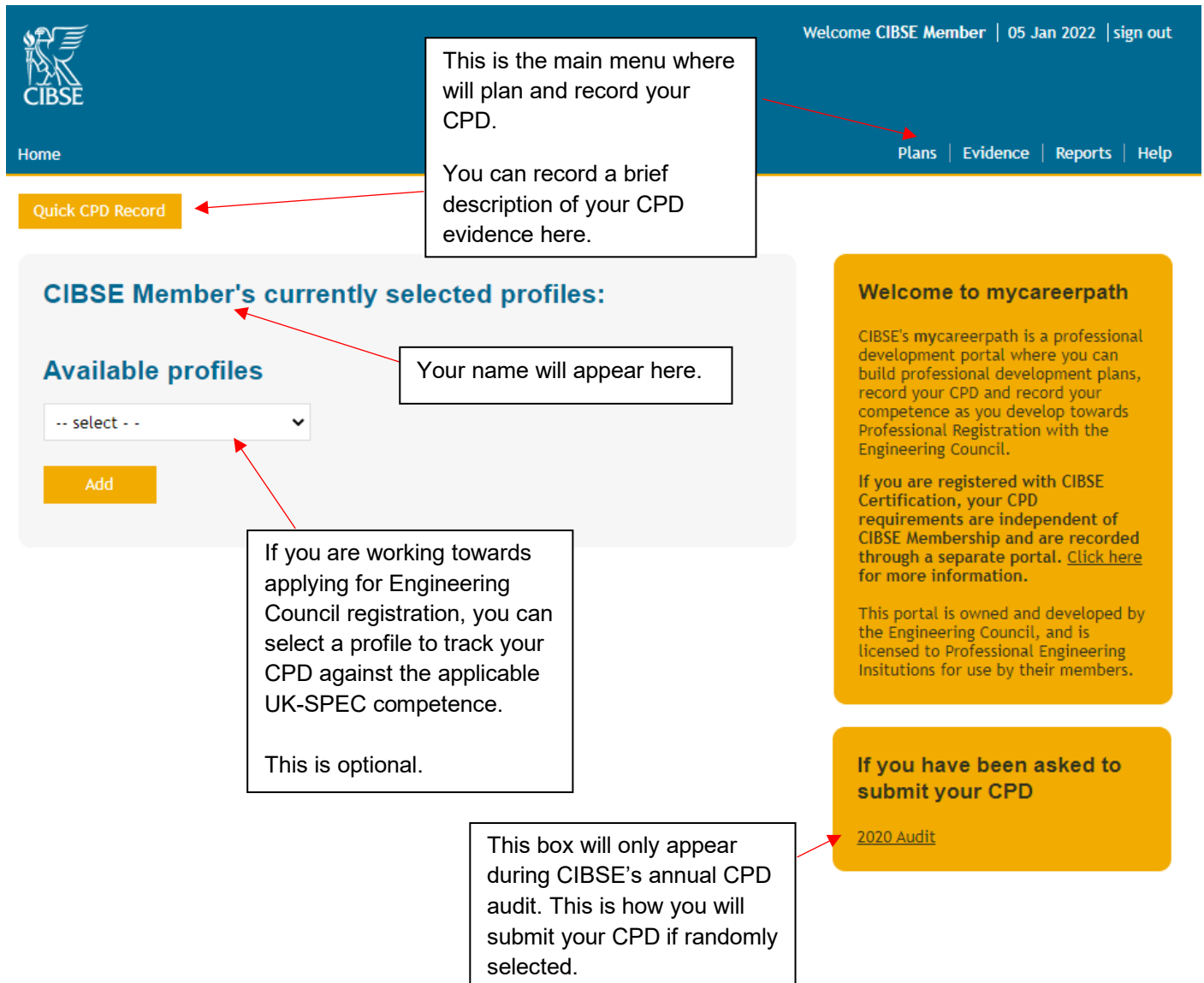
You'll then be prompted to read and agree to a Privacy Notice. **This step will only need to be completed once.**

If you're satisfied with the Privacy Notice, **tick 'I have read and agree to the terms of this Privacy Notice'** and **click 'Done'**.

## 1.2. 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.



The screenshot shows the mycareerpath homepage with several callout boxes:

- Top Navigation:** A blue header with the CIBSE logo on the left, the text "Welcome CIBSE Member | 05 Jan 2022 | sign out" on the right, and a menu with "Plans | Evidence | Reports | Help". A callout box points to this menu, stating: "This is the main menu where will plan and record your CPD. You can record a brief description of your CPD evidence here." A "Quick CPD Record" button is also visible below the header.
- Profile Selection:** A section titled "CIBSE Member's currently selected profiles:" contains a sub-section "Available profiles" with a dropdown menu showing "-- select - -" and an "Add" button. A callout box points to the dropdown, stating: "Your name will appear here." Another callout box points to the "Add" button, stating: "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."
- Welcome Message:** A yellow box titled "Welcome to mycareerpath" contains the text: "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 Insitutions for use by their members."
- Audit Notice:** A yellow box titled "If you have been asked to submit your CPD" contains a link for "2020 Audit". A callout box points to this link, stating: "This box will only appear during CIBSE's annual CPD audit. This is how you will submit your CPD if randomly selected."

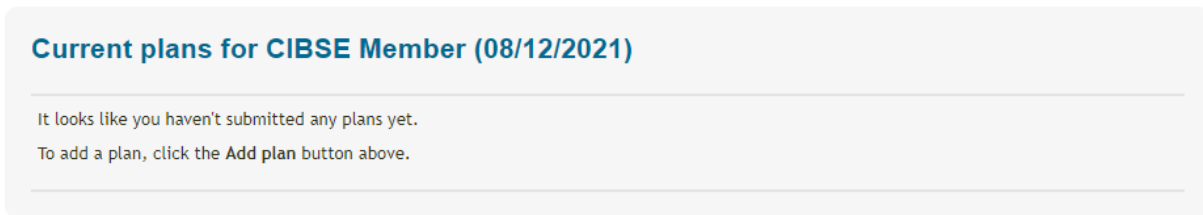
## 2. Creating a professional development plan

There are two types of professional development plans you can create in **mycareerpath**.

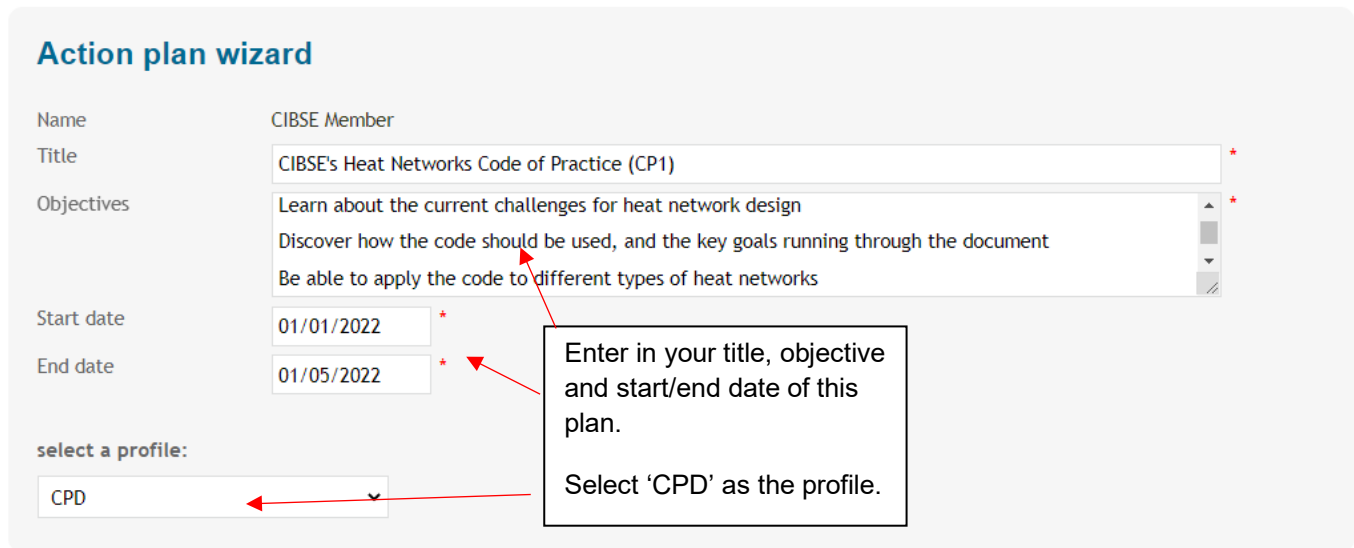
1. A plan for your CPD
2. A plan to develop your competence towards Engineering Council registration at EngTech, IEng or CEng.

### 2.1. Create a plan for your CPD

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



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

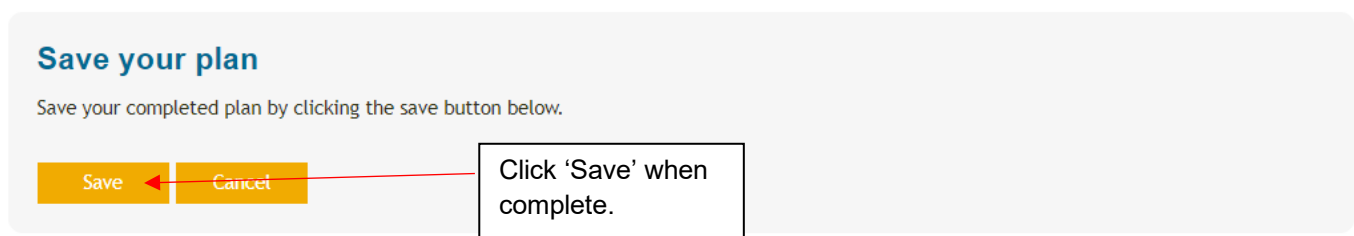


The screenshot shows the 'Action plan wizard' form. It has the following fields:

- 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

Red arrows point from callout boxes to the Title, Objectives, Start date, End date, and Profile fields. The callout boxes contain the following text:

- 'Enter in your title, objective and start/end date of this plan.'
- 'Select 'CPD' as the profile.'



The screenshot shows a section titled 'Save your plan'. Below the title, it says: 'Save your completed plan by clicking the save button below.' At the bottom, there are two buttons: 'Save' and 'Cancel'. A red arrow points from the 'Save' button to a callout box with the text: '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 4 'Generating a Report' on page 11](#).

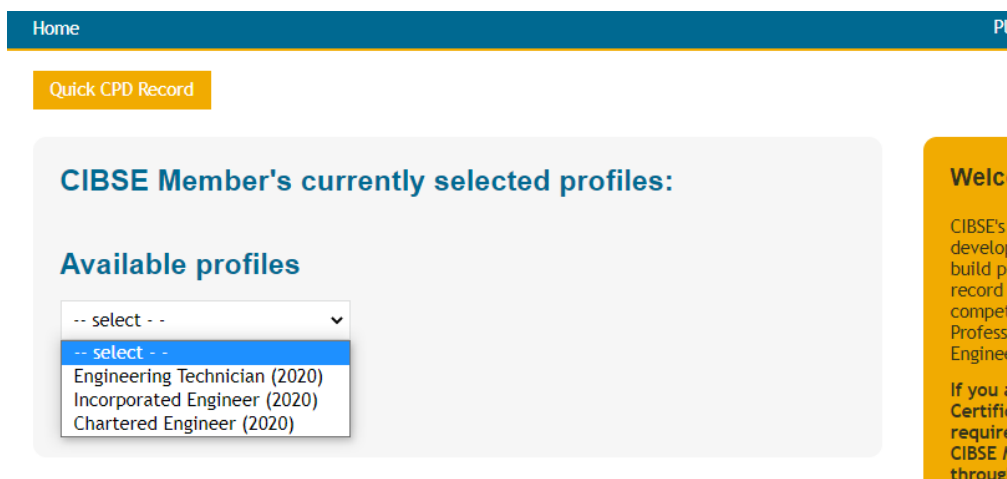
## 2.2. Create a plan to develop your competence for Engineering Council registration

If you're working towards applying for EngTech, IEng or CEng, you can create a plan to develop your competence against the UK-SPEC.

**This is optional and is not a requirement** to be a corporate member of CIBSE or to apply for Engineering Council registration.

To do this, you must first **nominate an Engineering Council profile from the portal home page**.

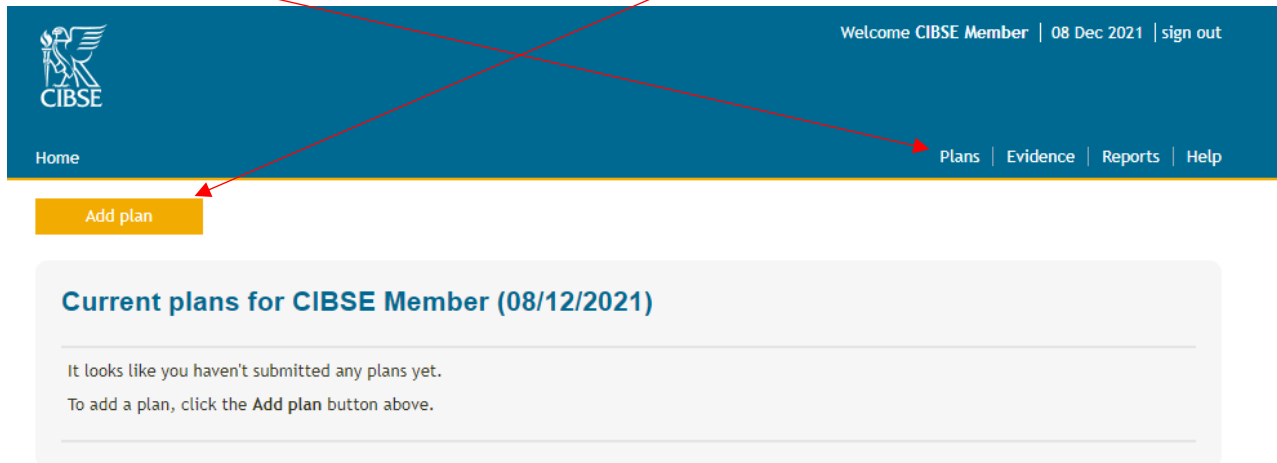
**Under 'Available profiles' select either Engineering Technician, Incorporated Engineer or Chartered Engineer.**



The screenshot shows the CIBSE portal interface. At the top, there are navigation links for 'Home' and 'Plans'. Below this is a yellow button labeled 'Quick CPD Record'. The main content area is titled 'CIBSE Member's currently selected profiles:'. Underneath, there is a section for 'Available profiles' which contains a dropdown menu. The dropdown menu is open, showing three options: '-- select --', 'Engineering Technician (2020)', 'Incorporated Engineer (2020)', and 'Chartered Engineer (2020)'. To the right of the main content area, there is a yellow sidebar with a 'Welcome' message and some text about CIBSE's role in developing and building professional records for competence.

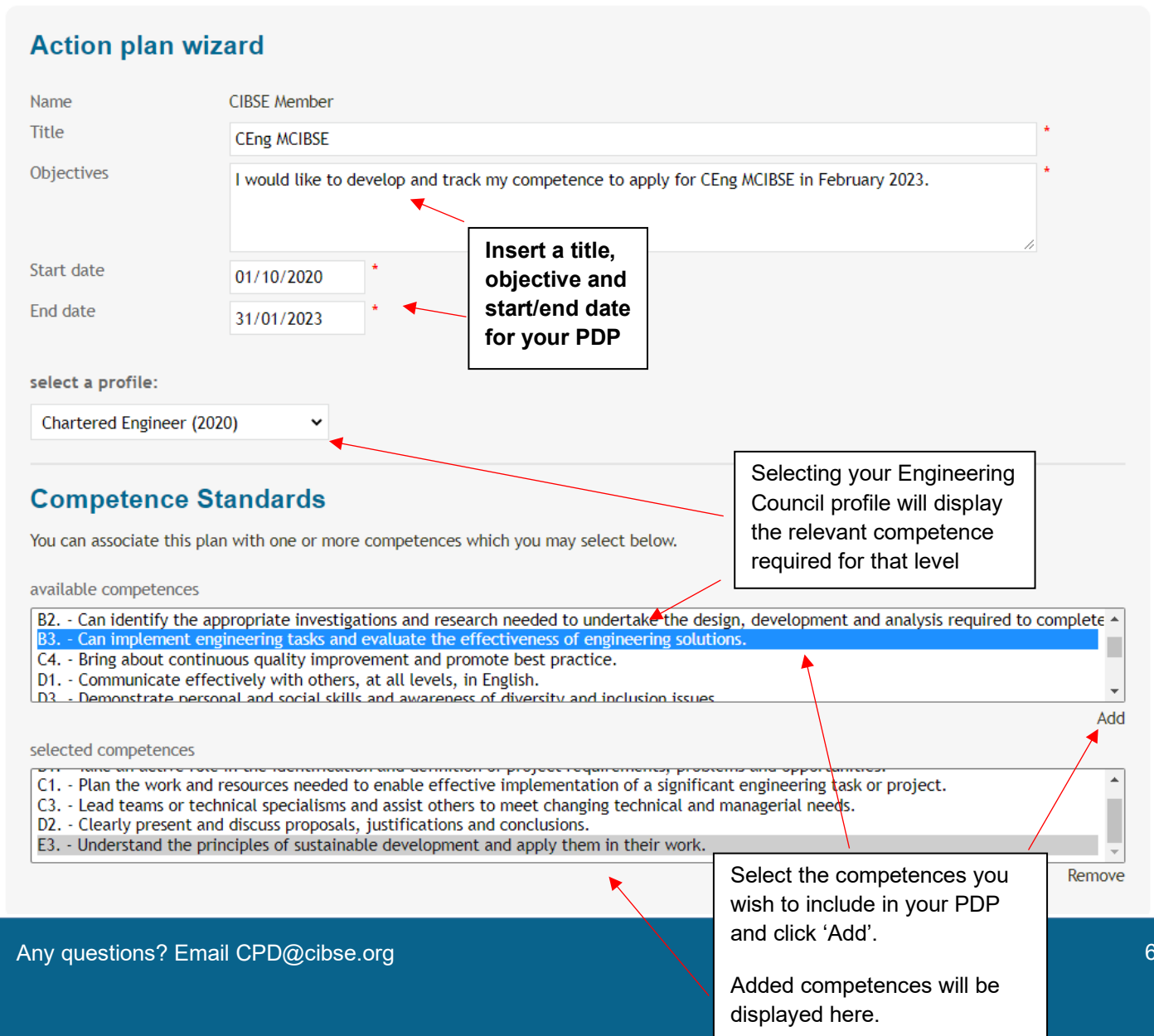
Click 'Add'.

Then click on 'Plans' in the main menu, followed by 'Add plan'



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

You can then nominate your Engineering Council profile under 'select a profile'. This will display all the associated UK-SPEC competences for that level of registration, and you can then select the relevant competences that you wish to add to your plan.



**Action plan wizard**

Name: CIBSE Member

Title: CEng MCIBSE \*

Objectives: I would like to develop and track my competence to apply for CEng MCIBSE in February 2023. \*

Start date: 01/10/2020 \*

End date: 31/01/2023 \*

select a profile: Chartered Engineer (2020) v

**Competence Standards**

You can associate this plan with one or more competences which you may select below.

available competences

- B2. - Can identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete
- B3. - Can implement engineering tasks and evaluate the effectiveness of engineering solutions.**
- C4. - Bring about continuous quality improvement and promote best practice.
- D1. - Communicate effectively with others, at all levels, in English.
- D3. - Demonstrate personal and social skills and awareness of diversity and inclusion issues.

selected competences

- C1. - Plan the work and resources needed to enable effective implementation of a significant engineering task or project.
- C3. - Lead teams or technical specialisms and assist others to meet changing technical and managerial needs.
- D2. - Clearly present and discuss proposals, justifications and conclusions.
- E3. - Understand the principles of sustainable development and apply them in their work.

Any questions? Email [CPD@cibse.org](mailto:CPD@cibse.org)

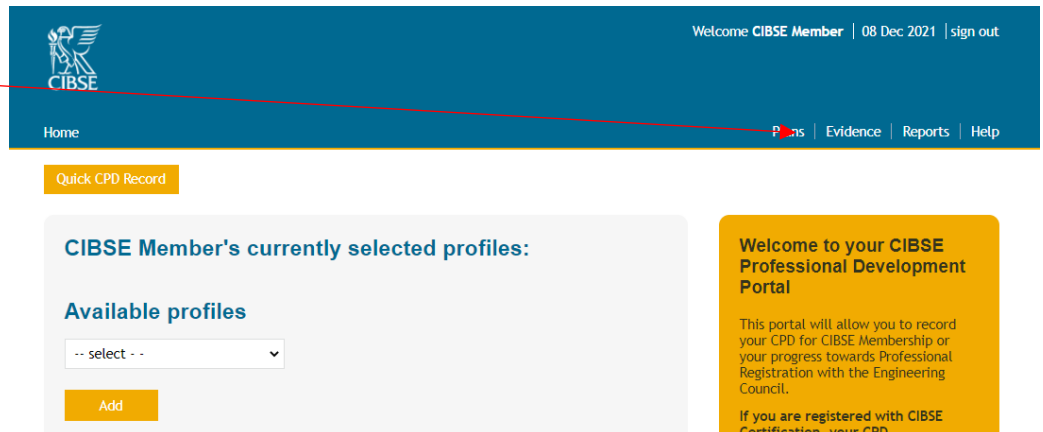
6

When finished, click **'Save'**, to save your plan.

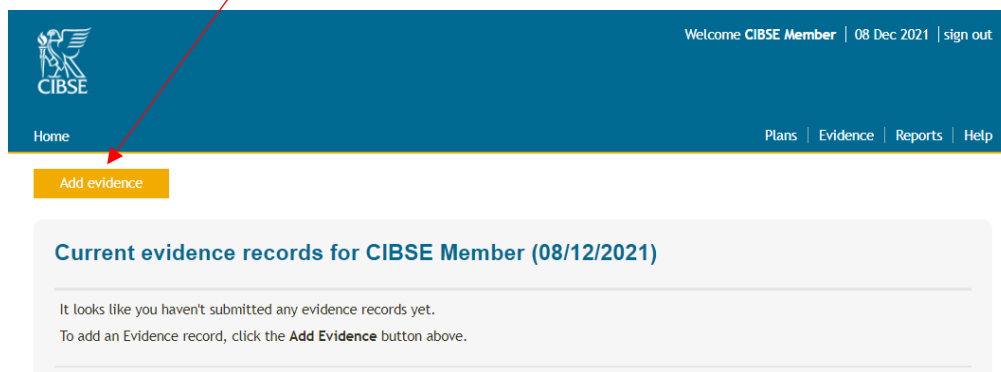
You also have the option to share your plan with a colleague or mentor. To do this, simply add in their email address and select 'Save & Review'. This will be emailed to them directly.

### 3. Recording your CPD

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



Then select **'Add evidence'**



The following 'Evidence wizard' will appear.

### Evidence wizard

Name	CIBSE Member
CPD activity title	<input type="text"/> *
Category	<input type="text" value="Structured"/> *
Number of hours	<input type="text"/> *
Description of CPD activity	<input type="text"/> *
What did I learn from this activity?	<input type="text"/>
How will I apply this learning to my work?	<input type="text"/>
How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?	<input type="text"/>
Start date	<input type="text"/> *
End date	<input type="text"/> *
select a profile:	<input type="text" value="CPD"/>

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

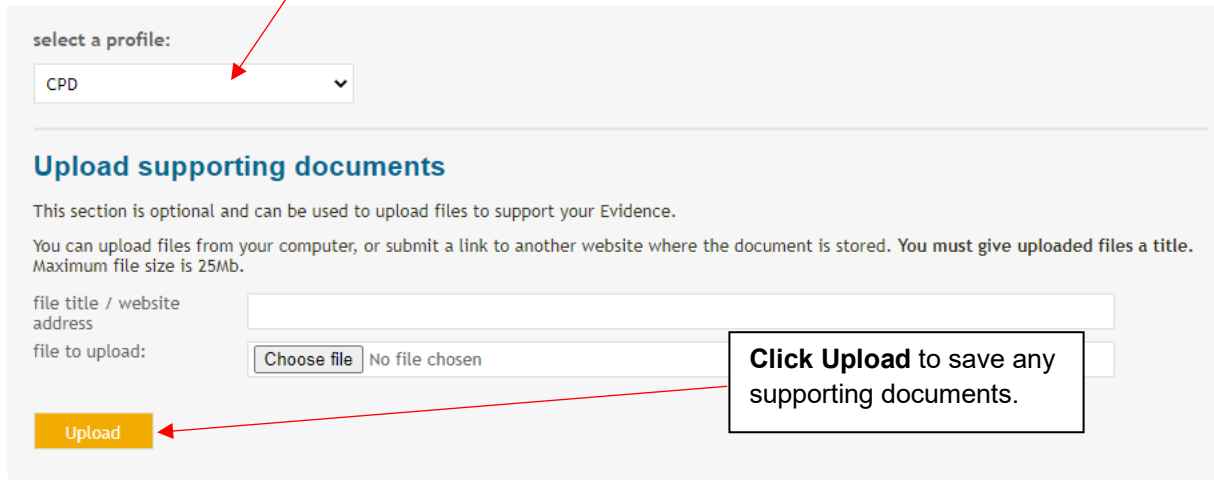
Complete the fields with information related to your specific CPD activity.

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

There are three fields without a red asterisk. **Corporate 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](http://www.cibse.org/cpd).



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

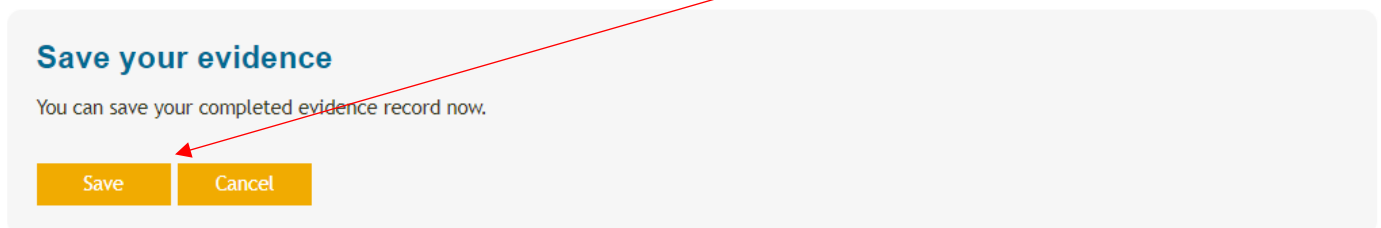


You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). **This is optional.**

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.

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



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



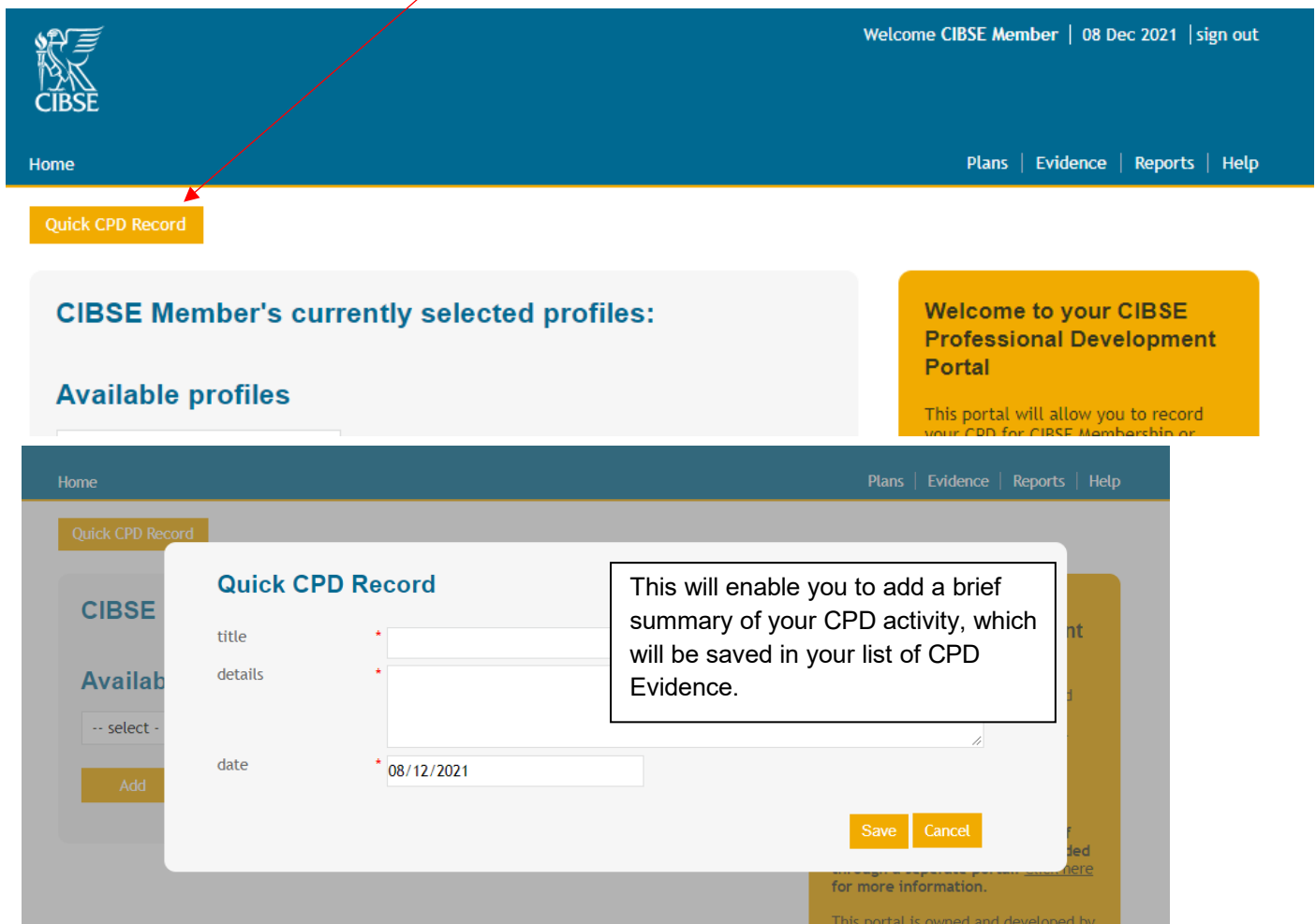
Home Welcome CIBSE Member | 08 Dec 2021 | sign out  
Plans | Evidence | Reports | Help

[Add evidence](#)

### 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	PDF
CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology	CPD	10 Oct 2021	10 Oct 2021	08 Dec 2021	PDF

Alternatively, you can opt to add a 'Quick CPD Record', by clicking here on your homepage.



Home Welcome CIBSE Member | 08 Dec 2021 | sign out  
Plans | Evidence | Reports | Help

[Quick CPD Record](#)

### CIBSE Member's currently selected profiles:

Available profiles

**Welcome to your CIBSE Professional Development Portal**

This portal will allow you to record your CPD for CIBSE Membership or

[Quick CPD Record](#)

**Quick CPD Record**

title \*

details \*

date \* 08/12/2021

[Save](#) [Cancel](#)

This will enable you to add a brief summary of your CPD activity, which will be saved in your list of CPD Evidence.

Clicking 'save' automatically stores your CPD activity in your full list of CPD Evidence.

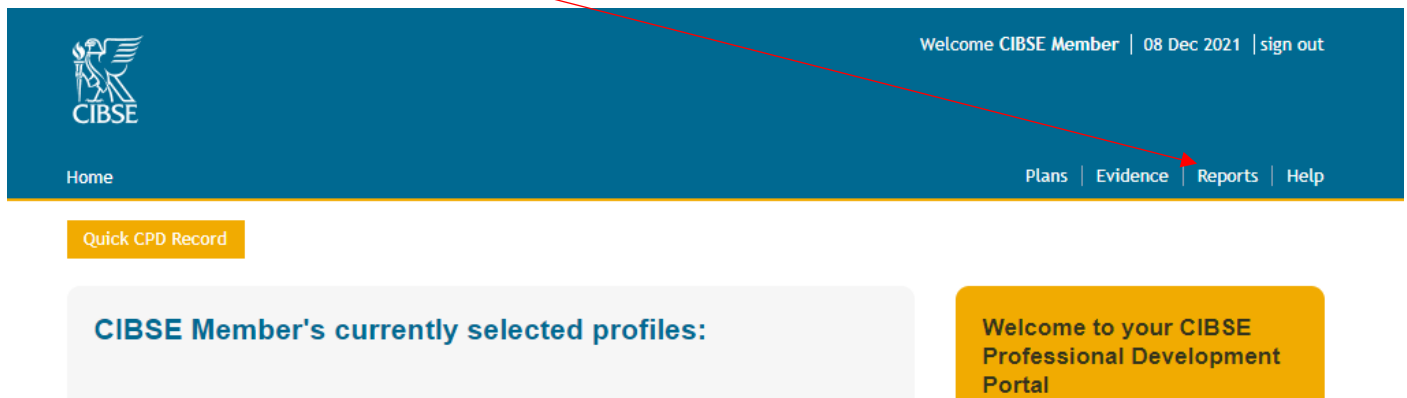
**This option is recommended for use when you're short of time and would like a reminder of the CPD evidence for you to return to later to complete.**

## 4. Generating a report

Reports are used to gather plans and evidence over a specified period of time.

If you are selected for CIBSE's annual CPD Audit, you will be required to submit a report of your CPD activities in the preceding calendar year.

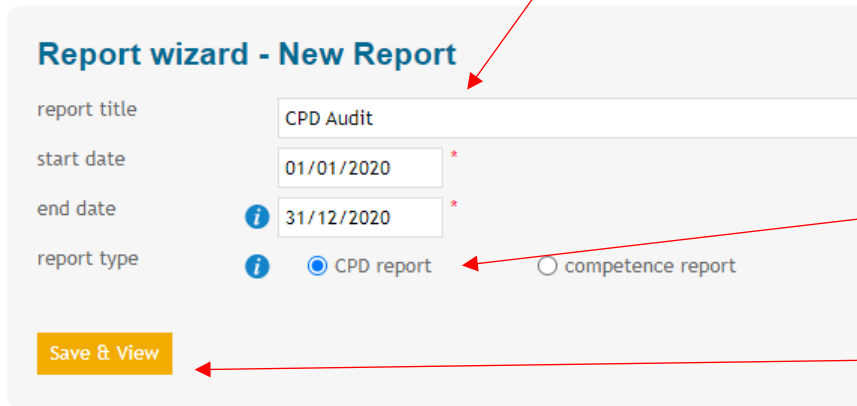
To generate a CPD report, **click 'Reports'** in the menu.



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 CPD audit purposes, this will be the beginning and end date of the preceding calendar year.**



**Report wizard - New Report**

report title CPD Audit

start date 01/01/2020 \*

end date 31/12/2020 \*

report type  CPD report  competence report

Save & View

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.

## 5. Submitting your CPD for audit


CIBSE run an annual audit to review a percentage of corporate members' CPD at random. This is to ensure CIBSE meet and comply with the requirements and standards set by the Engineering Council.

If you have been selected for CIBSE's annual CPD audit, you will be required to submit your CPD report for review.

During the audit, a box will appear at the bottom of your homepage. **Click on the audit link to submit your CPD.**

## Quick CPD Record

## CIBSE Member's currently selected profiles:

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

## 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 Insitutions for use by their members.

Click on the link to submit your CPD for audit

## If you have been asked to submit your CPD

[2020 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 4 'Generating a Report' on page 11](#).

## Submit to 2020 Audit

Please submit a CPD report covering your activities from the full preceding year.

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	*
EngC Registrant Number	
Company	

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 reports:

Select reports to submit

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

Select the CPD report you generated in the previous steps.

Click 'Add Report'

Your report will then appear in the 'Selected reports' box

Click 'Submit' to submit your records for audit.

Add Report

Remove Report

Selected reports

Submit

Cancel

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

Feedback will be provided via return email.

### 5.1. 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 be submitted to **mycareerpath** for audit.

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

## Submit to 2020 Audit

Please submit a CPD report covering your activities from the full preceding year.

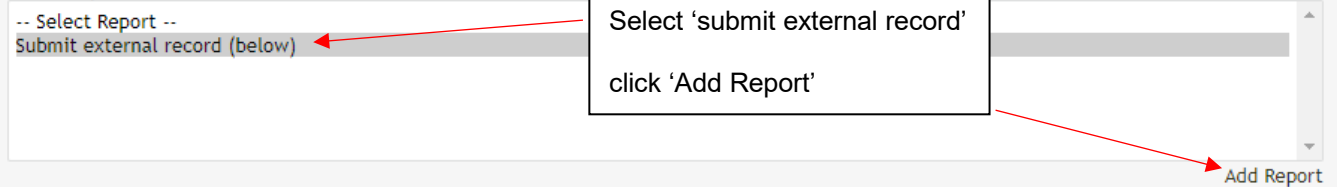
Please ensure the user details below are correct before submitting. You will be notified of any feedback on your submission by email at the address shown below.

[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 reports:

Select reports to submit



-- Select Report --  
Submit external record (below)

Select 'submit external record'  
click 'Add Report'

Add Report

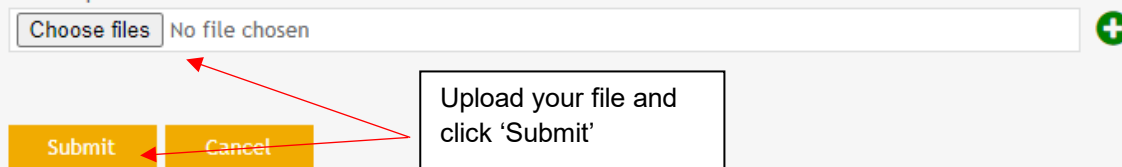
You will then have the option to upload evidence of your external CPD records.

**Please note that this evidence must 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](#).**

## 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

Upload your file and  
click 'Submit'

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

Feedback will be provided via return email.

## 6. 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](http://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 text above to the "Help" link.

Quick CPD Record

**CIBSE Member's currently selected profiles:**

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](mailto:CPD@cibse.org)