

Continuing Professional Development

March 2019

CPD Return

All SER Certifiers, except those who became Active in the last six months of the preceding year, are expected to complete a CPD return annually.

At the beginning of each calendar year, all Certifiers who are required to complete a CPD return that year will receive an email notifying them that the CPD window is open and that they are now able to submit their return.

At the same time an **Outstanding Task** will appear in the Certifier's administration area on the SER website. Additionally, a link will appear in the CPD section of the Certifier administration area. Both options for accessing your outstanding CPD return are shown on the screens to the right.

Account Information
ACC: SER1-D-00000

Membership Status: Active Expiry Date: 01/05/2020

Outstanding Tasks

- Account requiring renewal ▾
- Certificate awaiting Form Q generation ▾
- CPD return to complete ▾**

Account Summary

Account Summary

Certifier: Mr Name Surname
xxxx.xxxxxxxx@xxxxx.xxx

Certificates +

Account +

Update Details +

CPD -

- Complete CPD Return ▶
- View CPD Activity Notepad ▶
- View CPD Return History ▶**

Tutorials +

Application +

CPD Return (2)

There are three parts to an SER CPD return:

Part A - Summary of knowledge gained this year

This is where you explain how your approach to CPD this year has met your personal requirements. See [Guidance Note 7](#) for more information on SER CPD requirements.

Part B – Import and Add Activities

In this part you give details of the CPD you have completed this year. This may be done by any or a combination of the following methods:

- Entering each activity into the CPD Notepad as it is completed and then importing the Notepad to the CPD return
- Entering all items manually into the CPD return
- Entering some items into the CPD Notepad as they are completed, importing the Notepad, and then adding any further items manually
- Uploading your completed ICE or IStructE CPD return

Part C – Intentions for Coming Year

In this section you should detail your CPD plans for the following year, including any relevant courses you have already booked.

CPD Activities Notepad

The CPD Activities Notepad is available to all Approved Certifiers throughout the year (i.e. not only when the CPD Returns Window is open).

The Notepad is designed so that each time you complete a CPD activity you can immediately enter the details into the Notepad. This means that the activity is fresh in your mind when you are recording it, and also that you are less likely to forget activities by leaving everything to the end of the year.

By using the Notepad throughout the year, the process of completing your CPD return will be significantly quicker.

Your CPD Activities Notepad can be accessed by selecting the **CPD** section of your Certifier administration area followed by **View CPD Activity Notepad**.

The screenshot displays the 'Account Information' page. At the top, the account ID is 'ACC: SER1-D-00000'. Below this, a box shows 'Membership Status: Active' and 'Expiry Date: 06/02/2023'. The 'Account Summary' section shows the certifier's name as 'Mr Name Surname' with a redacted email address. A sidebar menu on the right includes 'Certificates', 'Account', 'Update Details', 'CPD', 'Tutorials', and 'Application'. The 'CPD' section is expanded, showing 'View CPD Activity Notepad' (circled in red) and 'View CPD Return History'.

CPD Activities Notepad (2)

You will then see your CPD Notepad, as shown on the right, listing all activities which have been entered with the newest first.

The Notepad is cumulative and shows all items entered from every year, but when you import to the CPD return, only items relevant to the current return year will be imported.

You can view, update or delete any item which has been entered into the CPD Notepad. You can also use the filters at the top of the page to find all activities within certain dates and all those relating to the same organisation.

To add a new activity to the Notepad, select the **Add Activity** button.

CPD Activity Notepad

ACC: SER1-D-00000

View, add, update, or delete CPD activities

Filters +

Add Activity ▶

Showing 1 - 10 of 175 Results

Organisation	Start Date	End Date	Training Time	Is Global Activity?	Action
Structural Engineers Registration Ltd	22/11/2017	22/12/2017	6 hours	No	View Update Delete
Structural Engineers Registration Ltd	29/06/2017	29/06/2017	2 hours	No	View Update Delete
IstructE	20/06/2017	20/06/2017	3 hours	No	View Update Delete
IstructE	15/03/2017	15/03/2017	3 hours	No	View Update Delete
SER Ltd	01/01/2017	31/12/2017	12 hours	No	View Update Delete
Arup	17/08/2015	17/08/2015	2 hours and 30 minutes	No	View Update Delete
IstructE	25/05/2015	15/06/2015	4 hours	No	View Update Delete
ICE	18/04/2015	05/05/2015	1 day and 8 hours	No	View Update Delete
Arup	09/04/2015	09/04/2015	2 hours	No	View Update Delete
IstructE	17/03/2015	17/03/2015	1 hour and 30 minutes	No	View Update Delete

Return to Account

Adding an activity to the CPD Activity Notepad

To add an activity to the Notepad, you need to enter the following information:

- Activity code (selected from a drop-down list – see next slide)
- Topic (selected from a drop-down list – see next slide)
- Organisation providing the training
- Description of the activity
- Knowledge gained
- Dates
- Training time (note if there are no minutes you must enter 0 in this field)
- Whether the activity is global (if you are a member of both the Jersey and Scottish Schemes you are able to apply the activity to both memberships simultaneously instead of having to enter them separately into both Schemes)

Once you have entered all the required information select the **Add Activity** button at the bottom right of the screen. The system will check that all the required information has been entered, and assuming it has you will see the View Activity screen shown on the next slide. Otherwise you will be prompted to complete the missing fields.

The screenshot shows the 'CPD Activity Notepad: Add Activity' form. At the top, there is a header with the text 'CPD Activity Notepad: Add Activity' and 'ACC: SER1-D-00000'. The form contains several sections:

- Activity code ***: A dropdown menu with 'Please select' and a blue arrow.
- Topic ***: A dropdown menu with 'Please select' and a blue arrow.
- Organisation providing training event or technical journal where relevant ***: A text input field.
- Description of CPD activity ***: A large text area with a 'You have 2000 characters left' indicator.
- Description of new knowledge gained (learning points) ***: A large text area with a 'You have 2000 characters left' indicator.
- Activity date(s) ***: Two date pickers labeled 'From' and 'To' with the format 'dd/mm/yyyy'.
- Training time ***: Two input fields for 'hours' and 'minutes'.
- Is global activity?**: A checkbox with a question mark icon.

At the bottom right, there is a blue button labeled 'Add Activity' which is circled in red. At the bottom left, there is a blue button labeled 'Return to Overview'.

Adding an activity to the CPD Activity Notepad (2)

Activity code options (from drop-down list):

- A (Attendance at course, conference or training event)
- B (Delivering lecture or training)
- C (Self-study including research in relation to a particular project)
- D (Preparation of a paper for publication in a technical journal)
- E (Attendance at trade exhibition or industry event)
- F (Other relevant CPD)

Topics (from drop-down list):

- Structural analysis and design
- Design codes
- Materials
- Ground engineering and substructures
- Software training
- Building failures
- Certification procedures and duties of an Approved Certifier
- Building regulations
- Other

Once you have entered all required information and selected **Add Activity** you will see the screen above.

If you notice any errors, you can select **Update** and edit as necessary. If you are happy, select **Return to Overview**. The activity will then appear in the list activities in date order.

CPD Activity Notepad: View Activity

ACC: SER1-D-00000

Activity code	A (Attendance at course, conference or training event)
Topic	Certification procedures and duties of an Approved Certifier
Organisation providing training event or technical journal where relevant	Structural Engineers Registration Ltd
Description of CPD activity	Attendance at SER Certification Workshop
Description of new knowledge gained (learning points)	Further understanding of correct certification procedures, planning of works and use of Schedule 1
Start date	22/11/2017
End date	22/12/2017
Training time	6 hours
Is global activity?	No
Actions	Update Delete

[Return to Overview](#)

Completing your CPD Return

To complete your CPD return, either expand the **Outstanding Task** entitled **CPD return to complete** and click on **Complete CPD Return**, or select **CPD in** your Certifier administration area followed by **Complete CPD Return**.

Before starting to fill in Parts A, B and C of the CPD Return, you will be given the chance to upload details of your CPD activities from both your SER CPD Notepad and via uploading your IStructE or ICE CPD returns.

The screenshot shows the 'Account Summary' page in the Certifier administration system. At the top, the user's name and email are displayed. Below this is a navigation menu with options: Certificates (+), Account (+), Update Details (+), and CPD (-). Under the CPD section, there are three links: 'Complete CPD Return' (circled in red), 'View CPD Activity Notepad', and 'View CPD Return History'. At the bottom of the page, there are sections for 'Tutorials' and 'Application'.

The screenshot shows the 'Account Information' page for account ACC: SER1-D-00000. It displays 'Membership Status: Active' and 'Expiry Date: 03/10/2020'. Under the 'Outstanding Tasks' section, there is a task titled 'CPD return to complete' with a dropdown arrow. The task details are as follows:

Field	Value
Account	SER1-D-00419
End date	31/03/2018 170 days overdue
Actions	Complete CPD Return (circled in red)

Completing your CPD Return: Step 1 – Import CPD Notepad

Step 1 of the CPD Return is the option to import activities from your CPD Notepad.

You can only import activities from your CPD Notepad once each year.

If you have already imported activities and subsequently add items to your Notepad these **WILL NOT be automatically added to your CPD Return and you will have to enter them manually in the final step of the return.**

If you have **not** used the CPD Notepad throughout the year, select **No**. It is important to note that the Notepad is not mandatory; if you have not used it throughout the year then you will be able to enter CPD activities manually in a later section of the return.

If you have added some, but not all, of your CPD activities to the Notepad, please select **Yes** to import the activities you have entered, and then manually enter the additional activities into Part B of the CPD return when prompted.

Click on **Save and Continue** to continue to the next page of the CPD Return.

Import CPD Notepad

ACC: SER1-D-00000

The CPD Activity Notepad is accessible throughout the year via the **CPD** section of your **Certifier Actions**.

The Notepad allows you to record CPD activities at any point during the year and then import to your CPD return when asked to submit, rather than having to complete the entire return from scratch.

If you have **not** used the CPD Notepad during this CPD year, please select **No** below and manually enter your CPD activities into Part B of the CPD return when prompted.

If you have added some, but not all, of your CPD activities to the Notepad, please select **Yes** below to import the activities you have entered, and then manually enter the additional activities into Part B of the CPD return when prompted.

Import activities from your activity notepad? *

Yes

No

Completing a CPD Return: Step 2 – IStructE CPD Return

Step 2 of the CPD Return is to upload a copy of your IStructE CPD return - this step is **optional**.

You may upload your IStructE return either as **supplementary information** or **instead of** entering your SER CPD activities into Part B of the return.

Note however that if you choose to upload your IStructE return instead of entering your CPD activities in Part B, you will still be required to complete Parts A and C of the SER CPD return.

If you do **not** want to upload a copy of your IStructE return, simply click **Save and Continue**.

If you **do** want to upload a copy of your IStructE return, select **Choose file** and select the appropriate file. Once you have selected the correct file, enter the time included on the uploaded return in hours and minutes. Note: if there are no minutes, please enter 0 in the minutes field, e.g. 12 hours 0 minutes.


Once you have successfully uploaded the document, select **Save and Continue**.

IStructE CPD Return

ACC: SER1-D-00000

Please note that on the SER CPD: Review, Activities and Intentions page you will be able to select whether your IStructE return is *in support of or in lieu of* your SER CPD activities.

If you do not wish to upload an IStructE return, just click **Save and Continue**.

IStructE CPD return No file chosen 

Time included in return hours minutes

[Save and Continue](#)

Completing a CPD Return: Step 3 – ICE CPD Return

Step 3 of the CPD Return is to upload a copy of your ICE CPD return - this step is **optional**.

You may upload your ICE return either as **supplementary information** or **instead of** entering your SER CPD activities into Part B of the return.

Note however that if you choose to upload your ICE return instead of entering your CPD activities in Part B, you will still be required to complete Parts A and C of the SER CPD return.

If you do **not** want to upload a copy of your ICE return, simply click **Save and Continue**.

If you **do** want to upload a copy of your ICE return, select **Choose file** and select the appropriate file. Once you have selected the correct file, enter the time included on the uploaded return in hours and minutes. Note: if there are no minutes, please enter 0 in the minutes field, e.g. 12 hours 0 minutes.


Once you have successfully uploaded the document, select **Save and Continue**.

ICE CPD Return

ACC: SER1-D-00000

Please note that on the **SER CPD: Review, Activities and Intentions** page you will be able to select whether your ICE return is *in support of or in lieu of* your SER CPD activities.

If you do not wish to upload an ICE return, just click **Save and Continue**.

ICE CPD return No file chosen 

Time included in return hours minutes

[Save and Continue](#)

Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (1)

Step 4 of the CPD Return comprises Parts A, B and C of the return. All three parts must be completed before you will be able to complete your CPD return.

Part A is where you explain how your approach to CPD this year has met your personal requirements.

[Guidance Note 7 – Continuing Professional Development](#) gives more information on SER CPD requirements.

When you have completed this part, scroll down the page to Part B.

SER CPD: Review, Activities and Intentions

ACC: SER1-D-00000

Please note that Parts A, B, and C must all be completed

Part A - Summary of Knowledge Gained This Year

Member's explanation of how their approach to CPD in 2017 has met their personal requirements *

You have 2000 characters left

Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (2)

Part B is where you give details of the CPD you have completed this year.


- If you have uploaded an IStructE and/or an ICE CPD return, you will see the file listed here and can tick the box(es) to indicate that you want to use this/these return(s) instead of entering details of your CPD activities manually.
- If you have uploaded Activities from your CPD Notepad, a blue bar will appear under the Activities heading with the number of Activities you have uploaded shown in brackets. Click on the bar to expand it to see a summary of all activities included on the return so far. Note you can not amend these activities, but are able to delete them if you wish to make any changes to the information entered..
- If you want to add your CPD Activities manually, or add extra Activities to those already uploaded from the Notepad, use the fields in the Activities section to input the activities – note you will need to scroll down the webpage to see all the fields. These are the same as those used to input an activity onto the Notepad – see [slides 6 and 7](#) of this tutorial for details of the information you will need to input.


Click **Add Activity** once you have completed the details of each Activity to ensure it is saved. If you need to review those you have already entered, click on the blue Activities bar to expand as above. As with those activities uploaded from the CPD Notepad, these can not be amended, but you can delete and re-enter.

When you have completed this part, scroll down the page to Part C.

Part B - Import and Add Activities

IStructE CPD Return


 IStructE CPD return 2018
December 2018 | 8 KB


Use this instead of providing a list of activities 


ICE CPD Return

An ICE CPD return has not been uploaded for this return.

Activities

Activities (2) 

Activity code *
Please select 

Topic *
Please select 

Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (3)

Part C outlines your CPD intentions for the coming year.

You will need to provide a brief outline of how you intend to meet the SER Scheme CPD requirements over the following year.

You could also include details of any relevant courses you have already booked for the following CPD year.

Part C - Intentions for Coming Year

Member's intentions for CPD during the calendar year 2018 *

You have 2000 characters left

Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (4)

If you are an IStructE member and **have not** already completed your IStructE CPD return, there is an additional section at the bottom of the **SER CPD: Review, Activities and Intentions** page which enables you to submit your SER CPD return to IStructE instead of completing an IStructE CPD return.

Note this process does **not** apply the other way - if you complete your IStructE return *before* your SER return, you can upload it either in support or instead of adding Activities to Part B of your SER CPD return, **but you will still need to complete Parts A and C of the SER return.**

If you want to use this option, tick the box and fill in your IStructE membership number. Your CPD return will then be submitted to IStructE. Please note that this does not happen immediately, so it may take some time from when you submit your SER CPD return before this is reflected in the IStructE system.

Submit to IStructE?

This section is only applicable if you are an IStructE member.

Use this return as the CPD return that I submit to IStructE for this year?

IStructE membership number

[Submit Return](#)

[← Previous Step](#) [Return to Account](#)

Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (5)

Before submitting your CPD return, please check the information you have submitted carefully – SER Admin are **not** able to make any changes to the return once it has been submitted.

Once you are happy with all the information you have entered onto the return, click on **Submit Return**.

You will then see a notification stating you've successfully submitted your CPD return. A copy of the CPD return will also be sent to your registered email address.

Submit to IStructE?

This section is only applicable if you are an IStructE member.

Use this return as the CPD return that I submit to IStructE for this year?

IStructE membership number

[?](#)

[Submit Return](#)

[← Previous Step](#) [Return to Account](#)