Continuing Professional Development

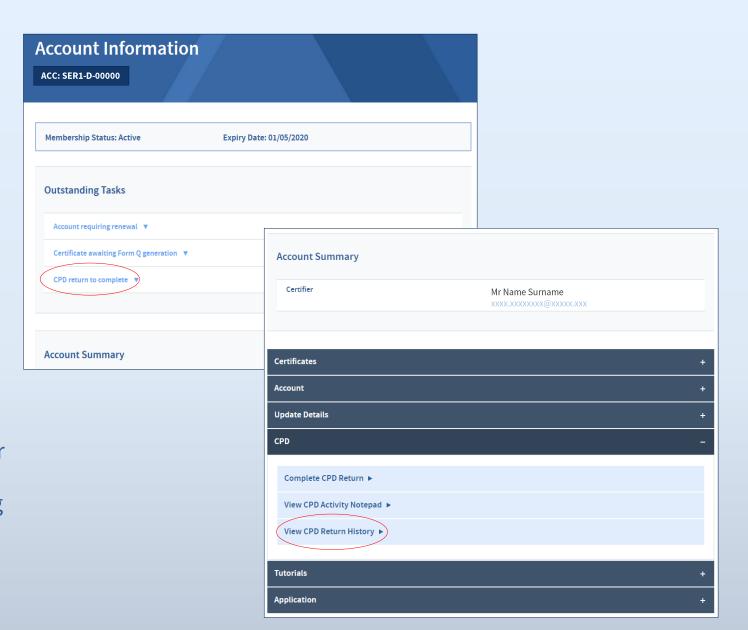


CPD Return

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.





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 <u>Guidance</u> <u>Note 7</u> 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.



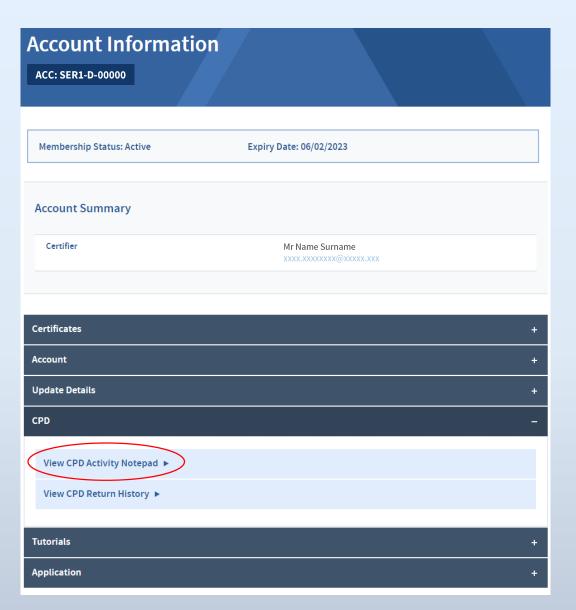
CPD Activities Notepad

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**.





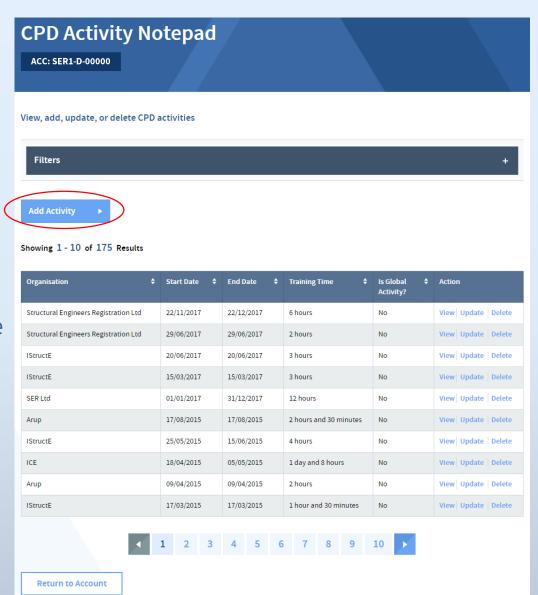
CPD Activities Notepad (2)

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.



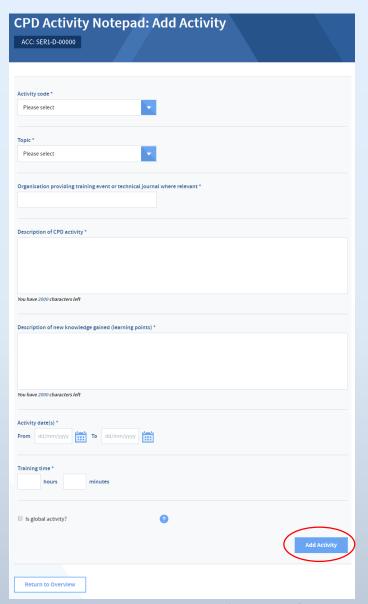


Adding an activity to the CPD Activity Notepad

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.





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

CPD Activity Notepad: View Activity ACC: SER1-D-00000 Activity code A (Attendance at course, conference or training event) Certification procedures and duties of an Approved Certifier Organisation providing training event Structural Engineers Registration Ltd or technical journal where relevant Description of CPD activity Attendance at SER Certification Workshop Description of new knowledge gained Further understanding of correct certification procedures, planning of works and use of (learning points) 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

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

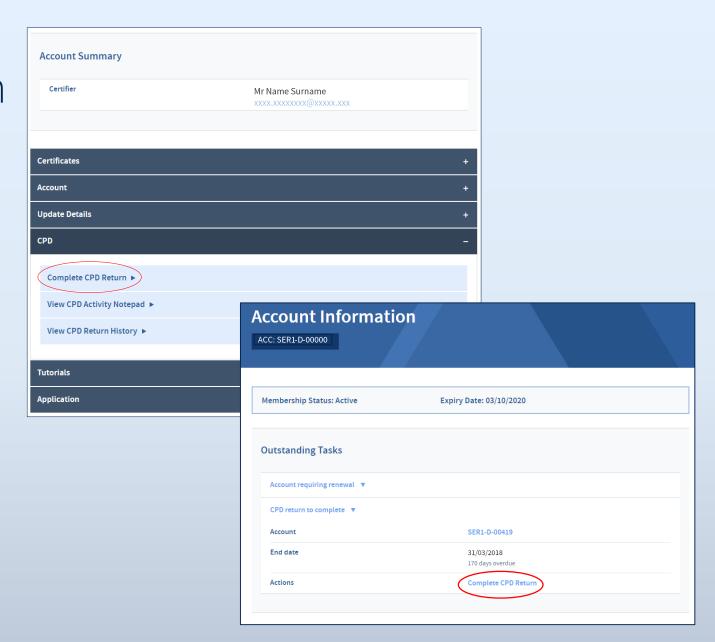
If you notice any errors, you can select **Update** and edit as necessary. If you are happy, select **Return to Overview**. The activity will then appear in the list activities in date order.



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.





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**.

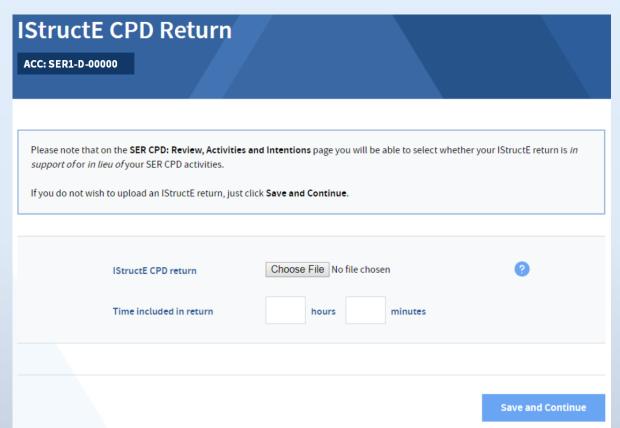
You may upload your IStructE return either as supplementary information or instead of entering your SER CPD activities into Part B of the return.

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**.





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**.

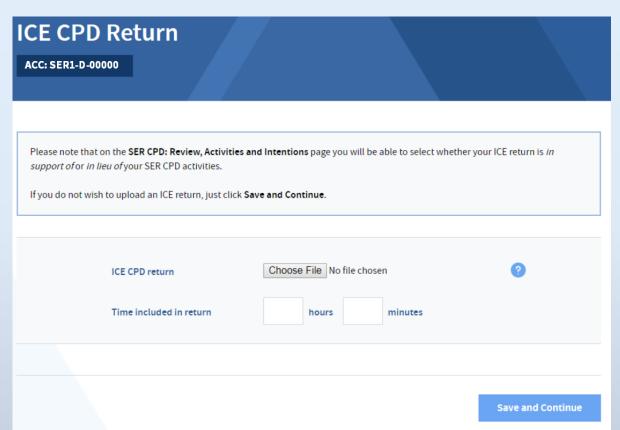
You may upload your ICE return either as supplementary information or instead of entering your SER CPD activities into Part B of the return.

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**.





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.

<u>Guidance Note 7 – Continuing Professional</u> <u>Development</u> gives more information on SER CPD requirements.

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





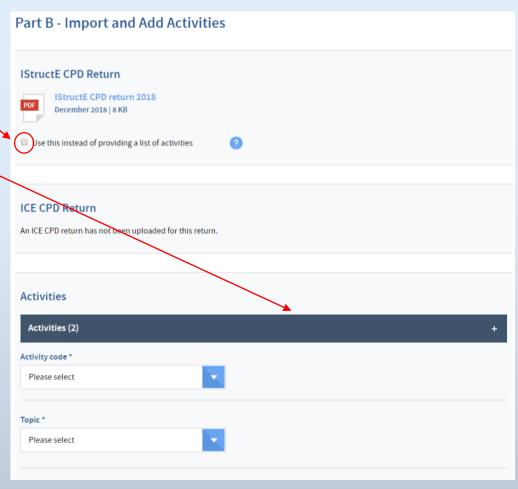
Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (2)

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 <a href="mailto:right] 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.





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.



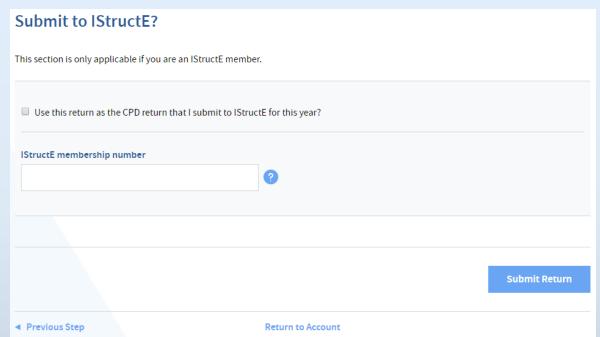


Completing a CPD Return: Step 4 – SER CPD: Review, Activities and Intentions (4)

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.





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.

