

WHAT DOES A GOOD PDP AND CPD RECORD LOOK LIKE?

Joe Bloggs – Professional Development Plan – Revision 3 - July 2019				
Objective / Activity	Action	Resource	Date to be achieved	How achievement will be assessed
2019-01 Achieve IEng PWI	- Review PWI Guidance. - Find sponsor / supporter	- Personal time - Sponsor time - Supporter time - Budget for IEng application fees	December 2020	Successful application and interview
2019-02 Improve track drainage and formation knowledge	- Review technical papers / articles - Investigate if a training course is available - Seek site visit opportunities - Attend seminar.	- Personal time - Employer support for courses.	June 2020	Successful attendance of a course or seminar. Pass associated exams. Reading of relevant technical publications. At least one site visit.
2019-04 Support PWI / Professional body events	- Attend PWI Section meetings - Consider proactive role with local Section.	- Personal time - Employer support for role with the PWI.	December 2020	Attendance at a minimum of four Section meetings. Key role with local Section.
2019-05 Gain more management experience	- Seek opportunity to manage staff - Consider secondment - Look for opportunity to mentor a colleague - Role with local section.	Time applying for new roles and opportunities.	April 2020	Role with some management responsibility established or planned.
2019-06 Development of others	- Seek opportunity to act as STEM ambassador - Contact local schools to help with careers advice.	- Personal time - Employer support for STEM activity - Local school contacts.	December 2020	Interface with work colleague who requires support. Role as STEM ambassador inc training.
2019-07 St Peter's Church Maintenance	Help with St Peter's church maintenance – committee member, fund raising and maintenance activities.	Personal Time	December 2020	Attend maintenance committee meetings, management of maintenance works.
2019-08 Health, Safety & Welfare knowledge & experience.	- Carry out training needs assessment to identify gaps - Arrange the required safety training / refresher - Look for Safety Leadership opportunities - Ensure receive RAIB incident reports.	- Discuss with line manager - Identify training courses - Sign up for email from Gov.UK for RAIB reports.	April 2020	H,S&W training plan. Up to date H,S&W knowledge & understanding. Positive results from any training courses & examinations. Note key recommendations from RAIB reports.
2019-09 Sustainable development	- Refresher on the three pillars of sustainability - Read relevant industry articles - What is meant by climate change?	- Work projects - Personal reading time - Possible training course.	April 2020	Understanding what is climate change. Understanding the three pillars of sustainability.
2019-10 Communication	- Seek opportunity to produce and deliver a presentation - Possible training.	- Discuss with line manager - Discuss with local PWI Section and VP	April 2020	Opportunity for presentation identified. Presentation produced.
2019-11 Railway Infrastructure knowledge & understanding	- Attend industry events - Read publications	- Personal time - Negotiate time away from day job to attend Technical seminars and training.	December 2020	Attend at least one Technical seminar. Ensure read PWI Journal and other relevant publications Attend Rail Live.

Table 1: An example of a good PDP

Item	Action
Health & Safety	Attend the required H&S courses
Site visits	Attend as many site visits as possible
Communication	Attend as many staff briefings as possible
Technical Knowledge	Receive latest 'Clear Route' briefing / training. Read PWI journal.
Personal Development	Look at options to become a Chartered Engineer. Apply for promotion.

Table 2: An example of a poor PDP

Joe Bloggs - CPD Record 2019							
Ref	Date	Activity	Formal or Informal	Effective Learning Time (Hours)	PDP Ref	Key learning points & benefits	Emerging changes & improvement actions
2019-01	DD MM YY	Attend PWI Thames Valley Section meeting. Presentation by Sid Smith on Track Drainage repairs at London Paddington. Networking with Thames Valley Section.	Informal	2	2019-04 & 2019-02	Learnt about the challenges of working at Paddington with gaining access. Noted the impact that poor project planning and delivery can have on local maintenance activities.	Ensure that maintenance teams are engaged in project planning. Check that asset knowledge is up to date – if unsure carry out thorough surveys.
2019-02		Attend PWI Technical Conference - Electrification & Permanent Way Developments, Derby. Papers on Electrification projects – Midland Mainline, Bedford to Kettering, Parr to Rutherglen (Scotland). Electrification Impact on P Way Maintenance Developments in 25KV isolation and earthing. Alternative solutions at Cardiff to enable electrification. Introduction to Railway Industry Association (RIA). PWI Networking.	Formal	6	2019-11	Really good introduction to 25KV OLE systems. The impact electrification has on PWay maintenance in particular the +/- 25mm tolerances. The importance of properly co-ordinated phases of work and the interfacing disciplines. Principles of 25KV earthing requirements. Useful background on benefits of the RIA.	I will make sure on railway journeys I will study in more detail the different type and configuration of OLE installations. Follow up contact I made with Supplier.
2019-03		Mentor session with trainees Janet and John. Reviewing placement activity plus planning future placements and development activity.	Informal	2	2019-06	Further experience mentoring Engineering trainees. Understanding more about how to become involved as a STEM ambassador.	Encourage more graduates to consider STEM activity.
2019-04		Meeting with ABC Supplier to discuss options for track fastening assemblies to resolve track failure concerns on the XXX project.	Informal	2	Extra	Really useful; to discuss ABC Supplier latest products and options to provide a solution for the project problem.	Discuss ABC Supplier proposals with construction team. Investigate options available with other suppliers.
2019-05		St Peter's Church – maintenance committee, reviewing maintenance priorities and planning spire refurbishment.	Informal	2	2019-07	Learnt about the challenges with Death Watch Beetle and old timber structures. Received briefing on applications for Heritage Lottery Funding.	Need to carry out a survey of the poor condition paths around the church. Contribute to the business case for funding applications.
2019-06		Team briefing and Toolbox talk	Informal	1	2019-08	Key H&S issues raised. Lessons arising from RAIB reports – in particular be wary of staff fatigue. Learnt about challenges of survey over long distances and need to allow for earth's curvature.	Always challenge staff and contractors regarding fatigue and need for frequent rests.
2019-07		Fire safety training – required to work on the sub-surface railway	Formal	4	2019-08	Triangle of Fire, Fire Prevention, Fire / Smoke Detection. Tackling fires; experience with extinguishers. Passed end of course exam.	Useful fire safety information to help manage safety at home. Check my fire alarms.
2019-08		Session with PWI Professional Development Officer to discuss options for progressing to IEng	Informal	1	2019-01	Noted recommendation to apply for EngTech membership as a first stage to demonstrate commitment. Noted the Competence requirements for each level of registration.	Progress EngTech application as first step. Find Sponsor and Supporter. Set down evidence to demonstrate achievement of competence levels.
2019-09		TV documentary – Where did CrossRail go wrong?	Informal	1	2019-11	Interesting documentary with key industry commentators and critics contributing to the debate. I noted that the tunnelling was completed mainly to budget and programme, but some stations are approaching 500% cost increase. Also, I was alarmed at the amount of re-work reported. Complexities of integrated different signalling systems was noted but was not covered very well.	I would like to understand more about why some of the stations' costs escalated so much. Also I would like to better understand the challenges of integrating the different signalling systems. I will look for more articles in the railway press.

Table 3: An example of a good CPD record

Date	Item	Hours
DD MM YY	Team briefing	1.0
	Site visit	1.0
	Fire safety training	4.0
	Lunch time presentation by Huck bolts – Supplier	1.5
	Working sidings – Grip 3 meeting	2.0
	Track engineering conference	6.0
	Attending Railtex	6.0
	Standards briefing	2.0
	Software training	6.0
	Health & Safety briefing	1.0
	PTS training	15.0
2018 - TOTAL		45.5

Table 4: An example of a poor CPD record

Development activities do not have to solely be related to work / career ambition.

Personal social activities can also drive development activity that may provide overall personal development.